

ST. STEPHEN'S 2022 – 2023 School Year

Rev. Feb. 2022

FEES: The following rates apply for the 2022 – 2023 School Year

REGISTRATION: \$15.00 per child/per school year.

AFTER SCHOOL SERVICE: **ONE CHILD**
Daily Rates: \$12.00 per day (3:30–5:30 p.m. or earlier)

Daily Rates: **TWO CHILDREN**
\$19.00 per day (3:30–5:30 p.m. or earlier)

Daily Rates: **THREE CHILDREN**
\$22.00 per day (3:30–5:30 p.m. or earlier)

PAYMENT:

Payments are due on **MONDAY** of the After School service week in advance. The due date applies whether you are using the service for one day or more. **PAYMENT MUST BE RECEIVED ON MONDAY OF THE SERVICE WEEK** in order for participation by your child/children. **NO EXCEPTIONS!** Payment by check is preferred!

SERVICE TIMES:

Regular school dismissal, 3:30 p.m. – 5:30 p.m. on each day St. Stephen's School is in session for a full day. There will be **NO** After School Care Program on half days or days St. Stephen's School is not in session.

PICK-UP AND LATE PICK-UP: Please indicate on the registration form who will pick up your child/children. Your child/children must be picked-up by 5:30 p.m. There will be a \$5.00 late fee for each 5 minutes of tardiness.

CHRONIC OFFENDERS WILL BE DISMISSED FROM THE PROGRAM!

ABSENCE: If your child/children are absent from school, pre-payment will be credited for the next scheduled day of attendance.

BEHAVIOR:

This program was implemented to meet the needs of our working parents. To make this a pleasant enjoyable experience for all, **Behavior Problems will NOT BE TOLERATED.** After a verbal or written warning, you child may no longer be eligible to attend the program.

HOLIDAYS, HALF DAYS, & SPECIAL DAYS:

St. Stephen's After School Care Program is **NOT** available on school holidays. In addition there are a few days throughout the year when teachers must return for evening events that we will be unable to provide this service. There are only a few of those dates and you will be notified via the weekly family envelope.

CLOTHING & SUPPLIES:

Children are encouraged to bring clothes to change into for the program (sneakers as well as clothes appropriate for the weather). Children will have the opportunity for outdoor supervised activities on days when the weather permits. Children will need no supplies. All materials will be supplied to them.

HOMEWORK:

Children will have the opportunity to do their homework during the After School Care time. While assistance will be given as needed, this does not replace private tutoring or one-on-one assistance that may be needed for extended lengths of time.

SNACK:

We ask that you send a snack for your child each day of attendance.

PROGRAM:

Any student in Pre-Kindergarten through Grade 5 is eligible to attend. Students will be supervised in various indoor and outdoor activities (weather permitting). Board Games, video, rest time, quiet time, story time, will also be part of our program.

PERSONNEL:

Teachers or staff and student assistants will be on duty each day based on enrollment needs. Mrs. Nowak is the primary teacher. Mrs. Lynn Ortiz, Principal, is the overall director of the program.

SPECIAL ACTIVITIES:

If children are part of any St. Stephen's School activity, they can be dismissed for that activity and then returned to the After School Program. If parents would like to celebrate a special happening in your child's life, we will be happy to accommodate your request with prior notification.

**REGISTRATION FORMS MAY BE OBTAINED FROM THE SCHOOL OFFICE.
PLEASE REMEMBER TO REQUEST ONE FORM PER CHILD THAT YOU WANT TO REGISTER.**

**ST. STEPHEN'S AFTER SCHOOL CARE PROGRAM
REGISTRATION FORM – 2022 – 2023**

(One form required per child and \$15.00 fee per child)

Today's Date: ___ / ___ / ___

Child's Name: _____

Last

First

Nickname

Child's Grade: _____ Room: _____ Age: _____

House number & Street Address: _____

City: _____ State: NY Zip: _____ Home Telephone: _____ - _____

Mother's Name: _____ Father's Name: _____

Work # _____ Cellular # _____ Work# _____ Cellular# _____

Emergency Contact Name & Number (Other than Parent):
_____ Phone: _____

Person/s responsible for picking up child/children: _____

Allergies or Special Information: _____

Please Check Days Attending:

_____ Weekly Basis - Monday – Friday

_____ Daily Basis **Monday** **Tuesday** **Wednesday** **Thursday** **Friday**

_____ On a Need Basis* - _____

*I will inform the school by written note or phone call between 9-11 a.m. the day before and payment will be due at the time service is rendered.

PAYMENT AGREEMENT

Payment will be made on **MONDAY** of the service week **for all the days** the After School Care Program will be used. A \$5.00 Late Payment Fee will be assessed each week accounts are not up to date.

Child/Children pick-up must occur by 5:30 p.m. **A \$5.00 per five minutes late charge will be assessed for late pick-ups.** There will be no after school care on half days or days St. Stephen's School is not in session.

PARENT SIGNATURE: _____

*******OFFICE USE ONLY*******

Registration Fee Paid amount \$ _____ check # _____ cash _____ initials _____