

ST. STEPHEN'S 2024 – 2025 School Year

Rev. April 2024

FEES: The following rates apply for the 2024 – 2025 School Year

REGISTRATION: **\$25.00 per child/per school year.**

AFTER-SCHOOL SERVICE: **ONE CHILD**

Daily Rates: **\$15.00 per day (3:30–5:30 p.m. or earlier)**

Daily Rates: **TWO or MORE CHILDREN**

\$25.00 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 every 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 and enjoyable experience for all, **behavior problems will not be tolerated.**

After a verbal or written warning, your 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. On those days we will be unable to provide this service. You will be notified in advance via the weekly family E-Blast.

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, and story time, will also be part of our program.

PERSONNEL:

Teachers, staff, or substitutes will be on duty each day based on enrollment needs.

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 their child's life, we will be happy to accommodate your request with prior notification.

REGISTRATION FORMS MAY BE OBTAINED FROM THE SCHOOL OFFICE.

ST. STEPHEN'S AFTER-SCHOOL CARE PROGRAM

REGISTRATION FORM 2024-2025

(One form is required per child and a \$25.00 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 for each week the accounts are not up-to-date.

Child/Children pick-up must occur by 5:30 p.m. **A \$5.00 per five minute 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 _____