



St. Clare/St Paul School After School Care Program 2022-2023

St. Clare/St. Paul School (SCSP) will offer an After School Care Program (ASCP) for the 2022-2023 school year. The program will be offered at the Primary Campus. Students enrolled in grades **Kindergarten to 5th** are eligible. This program will reflect the philosophy and mission of SCSP School. It was designed to meet the needs of our students and parents. The ASCP will provide a safe, nurturing environment that is a natural extension of our school community. Monday through Friday, ASCP will be held at the Primary Campus Building.

Hours of Operation

On regular school days, the program will operate from the time school is dismissed until 5:30 PM. The After School Care Program will not be available on **early dismissal days or when school is closed**. The ASCP will begin on Tuesday, September 6, 2022.

Main Campus Students

Students going to aftercare will take the shuttle bus to the Primary Campus.

Registration Form

All students who opt to participate in the After School Care Program **must** complete a registration form. *Please return it the first week of school.* Please write a note to the student(s)' classroom teacher on the day the child will be attending the program.

Any student (car rider/walker) that is not picked up by 2:30 will be sent to the ASCP and the families will be billed accordingly.

Fees and Payment Policy Schedule

- **\$7.00 per hour**
- Families will be billed weekly with payment due upon receipt.
- Please **make checks payable to SCSP School-ASCP**
- Parents will be assessed an additional **\$25.00 late fee** if students are picked up after 5:30 PM

Pick Up

- Parents/guardians are required to sign their child out of aftercare. Pick up in rear of school.
- Children will not be permitted to leave with someone not listed on the child's contact sheet. Written notice must be given for individuals not listed. For safety reasons, **no child will be released without a parent/guardian signature.**

General Information

- Students will participate in various activities such as games, study/homework time and outdoor play (weather permitting).
- Please provide your child with a healthy snack (peanut free) and drink.



Student Name _____ Grade _____

Parent Information:

Phone Numbers;

Name

Home

Cell

Work

Mother _____

Father _____

After School Care Program:

- Days of Attendance (circle all that apply)

Monday

Tuesday

Wednesday

Thursday

Friday

- As needed

Please write a note to the student(s)' classroom teacher on the day the child(ren) will be attending the program.

The following are authorized to pick up my child(ren) from the ASCP:

Name

Phone Number

Allergies/Medical Issues _____

I have provided my emergency contact information to the school office. Any changes in this information will be reported to the office.

I agree to the payment schedule and policies outlined for the After School Care Program.

Parent/Guardian Signature

Date