

# ST. CLARE OF ASSISI SCHOOL

## After School Program 2019-2020

### UPK

Dear Parents,

St. Clare of Assisi School is happy to provide an After-School Program for our students, EC-3 and grades K-8<sup>th</sup>, beginning September 9, 2019 and ending on June 17, 2020. The program operates from Monday-Friday, from dismissal to 5:45 pm and half days from 12:00 pm - 5:45 pm. Currently, there are 175 school days of which 165 days have aftercare available.

The school offers several plan options, to accommodate the different needs of our parents. (Rates are based on 165 after school days).

#### AFTER-SCHOOL PLANS

##### PLAN 1 (DAILY)

| Number of Children | Daily Rate | Per Hour Rate |
|--------------------|------------|---------------|
| 1 Child            | \$25       | \$8.33        |
| 2 Children         | \$50       | \$16.66       |
| 3 Children         | \$75       | \$25.00       |

**If you choose the daily plan 1 - \$25 as needed, payment must be made to the school directly. You must also include \$30 registration fee when registering your child. All daily payments must be sent in the brown envelope the school will provide to you along with a note to your child's teacher advising them that your child should be sent to After-School that day.**

**If a situation comes up, where you are delayed in picking up your child that day and they must attend After-School, payment is expected the following day directly to the office.**

**If you use the daily plan more than twice a week, you must sign up for a plan.**

**We strongly recommend choosing a monthly plan to maximize your savings.**

##### PLANS (MONTHLY)

| K-8th                     | <u>PLAN 2</u><br>Early Pick-Up<br>(4PM) |                      | <u>PLAN 3</u><br>3 Days a Week |                      | <u>PLAN 4</u><br>5 Days a Week |                      |
|---------------------------|---|----------------------|--------------------------------|----------------------|--------------------------------|----------------------|
| <u>Number of Children</u> | <u>Billed Per Month</u>                 | <u>Per Hour Rate</u> | <u>Billed Per Month</u>        | <u>Per Hour Rate</u> | <u>Billed Per Month</u>        | <u>Per Hour Rate</u> |
| <b>1 Child</b>            | \$200                                   | \$9.70               | \$300                          | \$8.08               | \$440                          | \$7.11               |
| <b>2 Children</b>         | \$230                                   | \$11.15              | \$320                          | \$9.97               | \$570                          | \$9.21               |
| <b>3 Children</b>         | \$295                                   | \$14.30              | \$490                          | \$13.20              | \$770                          | \$12.44              |

*\*A Late Pick up Fee of \$10 will be charged for student pick-ups after 6:00 PM*

*\*\* Half Days are included in all plans*

## BILLING

All monthly plans are billed in eight (8) months  
From October through May using SMART TUITION IF YOU ALREADY  
HAVE A SMART TUITION ACCOUNT.

IF YOU DO NOT HAVE SMART ACCOUNT – PAYMENTS MADE DIRECTLY TO SCHOOL.

If you are using any of the option plans and your child is absent or does not attend the program **no refunds or credits will be issued on the monthly plan.**

### LATE PAYMENT POLICY

Any payment that is **NOT** posted on your Smart Tuition Account by the applicable due date is considered late and will **be subject to a late fee of \$40.00**. Late Fees are assessed the day after a family misses its due date.

### AFTER SCHOOL PROGRAM CHANGES

**If for any reason you need to change your program option, you must fill out a Change/Withdrawal Form indicating the effective date of the change.** These changes must be handed into the office **one month prior** to the effective change date. (Example: if you want your change to start on November 1<sup>st</sup>, the form must be submitted into the office by October 1<sup>st</sup>).

Once the office receives this request we will send home confirmation stating that we received your new updated form. If you do not receive confirmation of your change, please contact the office. **No verbal request of changes will be accepted!**

**There will be no after school program on days that school is closed.  
In addition, we will have no after school program on the following days:**

**The day before Thanksgiving break  
The day before Christmas break  
The day before Easter break  
The last two days of school in June before summer break**

**Please keep in mind in extreme emergencies (such as bad weather), we may have to cancel the After-School Program for the safety of the children and staff.**

**At times this notice may be done on short notice through an IRIS Alert. As a working parent, you may not be able to pick your child up on such short notice. It is YOUR responsibility to reach someone that will be able to pick up your child at the specified time. Arrangements could be made with a classmate's mom should this happen or family member.**

## REGISTRATION

**If you are interested in enrolling your child, you must fill out the attached form and return it to school Thursday, September 5<sup>th</sup> along with a check for \$30 registration payable to St. Clare's After School.**

**St. Clare of Assisi School  
After School Program 2019-2020**

**Please check off whether you are currently enrolled in SMART tuition with a student in St Clare's – EC, K-8<sup>th</sup>.**

Yes                       No

**All information must be neatly printed**

**Student Name(s):**

1. \_\_\_\_\_ **Grade:** \_\_\_\_\_

2. \_\_\_\_\_ **Grade:** \_\_\_\_\_

3. \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Please choose the best option for you:**

\_\_\_\_\_ **Option 1: DAILY RATE (When Needed Only)**  
\$25.00 paid to school

\_\_\_\_\_ **Option 2: EARLY PICK-UP (4:00PM) PLAN (paid thru SMART Tuition)**  
1 child            \$200  
2 children        \$230  
3 children        \$295

\_\_\_\_\_ **Option 3: MONTHLY 3 DAYS A WEEK PLAN (paid thru SMART Tuition)**  
1 child            \$300  
2 children        \$370  
3 children        \$490

\_\_\_\_\_ **Option 4: MONTHLY 5 DAYS A WEEK PLAN (paid thru SMART Tuition)**  
1 child            \$440  
2 children        \$570  
3 children        \$770

\_\_\_\_\_  
**Parent/Guardian Name (PRINT)**

\_\_\_\_\_  
**Date**