

Catholic School Region of  
Northern Westchester/Putnam  
**St. Columbanus School**  
122 Oregon Road  
Cortlandt Manor, NY 10567

Dear Parents,

Our Preschool 3 & 4 year old students are eligible to attend the Before *and* After Care sessions if they are registered in the Preschool Program as full day students. Please note: registered ½ day 3 & 4 yr. old preschool students are *eligible* to attend the AM session only.

The After Care program will be in session on Early Dismissal ½ days beginning at 11:00 am. Additional staffing will be hired to oversee the program on these days. We ask that students who don't attend the program regularly, please register in advance at the beginning of the school year, so we can plan accordingly. Please note: registered FULL DAY *only* 3 & 4 yr. old preschool students are eligible to attend.

In order to accommodate all families in PreK through 8<sup>th</sup> grade and to provide additional staffing on Early Dismissal ½ days, the prices for the After Care session and Walk-In Fee will remain the same as last school year. Please see attached tuition price sheet. Pricing has remained the same for the Before Care session and students attending BOTH the Before & After Care.

Knowing that the children have been in the classroom all day, I believe it's important for them to have FUN and exercise their energy and simply PLAY with others at the end of the school day. Therefore, the afternoon schedule has been revised to include snack and playtime first followed by homework time. See the attached sample schedule.

The program will start on the first full day of school. The **Before** school program begins at 7:00am and runs until 8:00am and the **After** school program begins at 2:30pm and runs until 5:45pm.

Enclosed is the parent agreement and the program guidelines. Please sign and return to school ASAP so we may finalize enrollment details for this school year. A non-refundable registration fee of \$25 per family is required and payable through Smart Tuition for the 2019 – 2020 school year. For families who occasionally utilize the program, a walk-in fee is payable through Smart Tuition.

I am confident that together with your support our program will serve your child(ren) in a safe and fun environment. If you have any further questions, please call the school.

Sincerely,

*Ms. Carole Arbolino*  
Principal

cc: Mrs. Vaccaro, Program Moderator

## PARENT REGISTRATION AGREEMENT

### FULL DAY Preschool 3 & 4 yr. olds - 8<sup>th</sup> Grade

- **Registration Fee \$25**

A non-refundable registration fee of \$25 per family is required. This fee is paid directly via Smart Tuition.

- **Before & After Care Tuition Policies**

1. All Before & After Care registration fees, tuition, walk-in fees and late pick up fees are paid via Smart Tuition by the 5<sup>th</sup> or 20<sup>th</sup> of each month.

2. Non-payment will result in dismissal from St. Columbanus Before & After Care program.

3. ***NO REFUNDS for absences, withdrawals, change in enrollment.***

4. ***Make up days and/or substitutions are not permitted.***

5. Enrollment changes are subject to availability and must be submitted to the school office **IN WRITING- Attention: St. Columbanus Before & After Care Program.** Any enrollment extensions must be paid in full with any requests.

- **Conduct**

For the safety and enjoyment of all the Before & After Care students, children must follow the code of behavior of St. Columbanus School. St. Columbanus School reserves the right to dismiss, in its sole discretion, any student whose conduct, influence or behavior is deemed unsatisfactory or detrimental to the best interest of the Before & After Care program, in which case no refunds will be made.

- **Permission**

Parents must understand that safety is important and no environment is risk-free. Parents accept responsibility and grant permission for their children to participate in all Before & After Care program activities.

- **Medical/Emergency Information**

Parents must provide fully completed, up-to-date medical, and accurate emergency forms. St. Columbanus Before & After Care Program reserves the right to refuse to have a child in the program without such medical/emergency forms.

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BEFORE & AFTER CARE GUIDELINES AND PROCEDURES**

**FULL DAY Preschool 3 & 4 yr. olds - 8<sup>th</sup> Grade**

• **PROGRAM HOURS**

Students may enroll in morning and/or afternoon programs.

**Morning Program: 7 am - 8:00 am (1 teacher and office staff on duty)**

Please note: ALL Preschool 3 & 4 yr. olds may enroll

**Afternoon Program: 2:30 pm - 5:45 pm (2 teachers on duty)**

Please note: on non-school and/or vacation days the program will not be in session.

• **DROP OFF 7am - 8:00 am      \*\*NO EARLY DROP-OFFS BEFORE 7AM\*\***

Students may be dropped off in the school lobby. They will be required to sign in upon arrival. They will stay in the gym with a teacher until 8:00 am.

• **DISMISSAL**

No student, regardless of age will be dismissed without a parent/guardian. A Parent/Guardian will be required to sign a student out.

No student will be dismissed to any adult without prior written consent from a parent/guardian. Identification will be required for any adult not listed on the authorization form.

\*\* Late pick-ups will be subject to a late fee. \*\*

• **EARLY DISMISSAL**

If school dismisses early for any reason, the afternoon program will be cancelled. All students, including students enrolled in the program, must be picked up according to the IRIS alert. Students must either ride the bus home or be picked up. Parents must make arrangements for pick-up.

St. Columbanus School follows the delays and closings of the Lakeland Central School District. Whenever Lakeland announces an **early dismissal and/or cancellation of all after school activities** due to weather, the afternoon program will be cancelled.

• **LATE PICK UP FEE**

A **\$15 fee per family** will be charged to parents picking up children after 5:45 pm. St. Columbanus Before & After Care program reserves the right to dismiss a child after the 3<sup>rd</sup> instance of late pick up.

In the event a parent experiences an emergency, St. Columbanus Before & After Care program should be contacted before 5:45 pm. If no contact has been received, attempts will be made to contact persons on the emergency list. If the child is not picked up by 6:15 pm, local authorities may be called.

• **INCLEMENT WEATHER**

**School Closing** will result in cancellation of the Before & After Care Program. NO REFUNDS will be given for such cancellations.

**Two-Hour School Delay**

Drop-offs may begin at 9:00 am. For the safety of the staff and students, no earlier drop offs will be permitted.

**\* Attendance**

If your child will regularly attend the program and will not need the program on a specific day, please send this request to the school office **IN WRITING** – ATTN. St. Columbanus Before & After Care Program the day before.

If your child will attend the Before & After Care Program on an as needed basis, please send a request **IN WRITING** to the school office – ATTN: St. Columbanus Before & After Care Program.

• **CELL PHONE POLICY**

No student will be permitted use of a cell phone. All calls should be directed to the school office.

• **SNACK**

We encourage students to bring a nutritious snack/drink to enjoy during either the morning or afternoon sessions. **NO FOOD** or **DRINKS** will be provided. Students are expected to clean up after themselves.

• **SUPERVISED HOMEWORK TIME**

Homework supervision does not take the place of parental involvement in the homework process. Parents are expected to check students' homework for completion and accuracy.

• **SAMPLE SCHEDULE (Kindergarten-Grade 8)**

**2:30 PM – 2:45PM SIGN IN LOG BOOK /SNACK**

**2:45 PM – 3:30 PM PLAYTIME**

**3:30 PM – 4:30 PM SUPERVISED HOMEWORK TIME**

**4:30 PM – 5:45 PM INDOOR ACTIVITES**

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Before & After Care Registration & Emergency Contact Form 2019/2020 School Year  
FULL DAY Preschool 3 & 4 yr. olds – 8<sup>th</sup> Grade**

**Student Information**

Last Name: _____	First: _____	Middle: _____
Address: _____		
City, State, Zip Code: _____		
Home Phone: _____	Grade (School Year-2019/20) _____	

**Mother/Guardian Information**

Last Name: _____	First: _____
Work Phone: _____	Cell Phone: _____
Email: _____	

**Father/Guardian Information**

Last Name: _____	First: _____
Work Phone: _____	Cell Phone: _____
Email: _____	

**Emergency Contacts (Must be completed)**

Please list in order of who to call in case of an emergency if parent cannot be reached	
1. _____	Phone: _____
2. _____	Phone: _____

**Medical Information**

Physician Name: _____	Phone: _____
Dentist Name: _____	Phone: _____
Allergies: _____	

**Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Before & After Care Registration & Emergency Contact Form 2019/2020 School Year**

**FULL DAY Preschool 3 & 4 yr. olds – 8<sup>th</sup> Grade**

Students can be enrolled in both the morning and afternoon sessions or on an as needed basis.

**Morning Session: 7:00 am – 8:00 am      Afternoon Session: 2: 30 pm - 5:45 pm**

Please check (√) session needed:

	AM session	PM session	<b>BOTH</b> AM/PM sessions	<b>WALK-IN</b>
MON.				
TUES.				
WED.				
THURS.				
FRI.				

**Authorized Adult(s) for pick-up**

1. _____ Phone: _____
2. _____ Phone: _____

**\*NON AUTHORIZED Adult(s) NOT ALLOWED TO PICK-UP MY CHILD(REN)\***

1. _____ Phone: _____
2. _____ Phone: _____

**Telephone number(s) you can be reached at during the time that your child is attending the Before & After Care program.**

Mother/Guardian: _____ Phone: _____
Father/Guardian: _____ Phone: _____

**Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**ST. COLUMBANUS SCHOOL**  
**2019 – 2020**  
**BEFORE & AFTER SCHOOL TUITION PRICES**  
**PRESCHOOL 3 & 4 Yr. Olds – GRADE 8**

**Please Note: All fees for September through June will be collected on an 8-month payment plan. Tuition for September through June will be divided equally over eight months beginning October through May. For example, a monthly rate of \$284 for September through June equals the yearly amount of \$2840. Smart Tuition divides this total by 8 months and the new monthly payment is \$355.**

<u>AM session ONLY (7:00 AM – 8:00 AM)</u>	<b>Sept. - June</b>
<b>5 days per week</b>	<b>MONTHLY</b>
	<b>\$67</b>
<b>4 days per week</b>	<b>\$54</b>
<b>3 days per week</b>	<b>\$41</b>
<b>2 days per week</b>	<b>\$27</b>
<b>1 day per week</b>	<b>\$15</b>
<u>PM session ONLY (2:30 PM – 5:45 PM)</u>	<b>Sept. - June</b>
<b>5 days per week</b>	<b>MONTHLY</b>
	<b>\$240</b>
<b>4 days per week</b>	<b>\$188</b>
<b>3 days per week</b>	<b>\$142</b>
<b>2 days per week</b>	<b>\$98</b>
<b>1 day per week</b>	<b>\$50</b>
<u>BOTH AM/PM session</u>	<b>Sept. - June</b>
<b>5 days per week</b>	<b>MONTHLY</b>
	<b>\$284</b>
<b>4 days per week</b>	<b>\$224</b>
<b>3 days per week</b>	<b>\$170</b>
<b>2 days per week</b>	<b>\$113</b>
<b>1 day per week</b>	<b>\$60</b>
<u>WALK-IN</u>	<b>1 –DAY FEE</b>
AM walk-in ONLY	<b>\$15</b>
PM walk-in ONLY	<b>\$50</b>
Both AM/PM walk-in	<b>\$60</b>
<u>LATE PICK UP</u>	<b>FEE</b>
	<b>\$15</b>

**PM SAMPLE SCHEDULE**

<b>2:30 PM - 2:45 PM</b>	<b>Sign In Log Book / Snack</b>
<b>2:45 PM – 3:30 PM</b>	<b>Playtime</b>
<b>3:30 PM – 4:30 PM</b>	<b>Supervised Homework Time</b>
<b>4:30 PM – 5:45 PM</b>	<b>Indoor activities</b>