

Early Archers & Archers After 3 Program
(Before School Care and After School Care)

Archers After 3 is offered to working parents so that they feel comfortable knowing that their child is in a safe and supervised environment. In this program children will be given the opportunity to work on homework, play informal games, and receive snack. We are very excited to offer classes that children can also enroll in while attending After 3 (After 3 classes will be suspended until further notice due to Covid19). These classes will vary based on grade levels.

Payment Options:

Early Archers: operates from 6:45AM-7:30AM each school day in the cafeteria.

Archers After 3: operates from 3:15PM-6:00PM in the cafeteria.

Early Archers & Archers After 3: child/children can attend both.

Archers Class: Challenge Island, Golf, Young Rembrandts, Dance, Tennis, Art, and Soccer Shots (more classes may be added based on student interest). **Classes are tentative and subject to change (classes will be suspended until further notice due to Covid19).**

Registration:

Registration is mandatory for each student. Due to Covid19 no one will be allowed to registrar after August 14th. Your child cannot attend Early Archers or Archers After 3 if we have not received the registration form and \$20 registration fee (per family). This is to ensure that the required emergency information is on file. Students using Early Archers and Archers After 3 must register and pay the registration fee by **August 14th**. **Due to Covid19 no drop-ins will be allowed until further noticed.** Early Archers and Archers After 3 services will begin **August 20th**.

Discipline:

All disciplinary expectations are enforced during the Archers After 3 program. Failure to comply may result in disciplinary actions or termination of services. St. Andrew the Apostle School reserves the right to dismiss a student from the Early Archers and Archers After 3 program, at its discretion.

Fees:

Fees will be calculated on a monthly basis and are required to be pre-paid. **No bills will be issued. In the event an invoice is sent as a late payment reminder, a \$10.00 fee will be assessed.** Please choose the plan that best suits your family needs. Payments must be made in the form of check, money order or debit/credit card (no cash accepted). Rates will not be pro-rated during holidays or school closures. If your monthly pre-paid fees are not paid by the predetermined date, the student may not be able to attend the following month.

Carpool:

Carpool ends at approximately 3:30PM. **Due to Covid19 no drop-ins will be allowed until further noticed.** Students, who are not picked up and are NOT on the monthly plan, will be brought to the school office to be picked up immediately. Fees may be assessed for any student not picked up and not on a monthly plan.

Late Charges:

If for any reason a child is not picked up by 6:00PM, a late charge will be assessed and **must be paid at checkout time. If you are late three (3) times, your child will be dropped from the After 3 Program for the remainder of the school year.**

6:01-6:05PM	\$10.00 per student
6:06-6:10PM	\$15.00 per student
6:11-6:15PM	\$20.00 per student
6:15-6:20PM	\$25.00 per student
6:21-6:25PM	\$30.00 per student
6:26-6:30PM	\$35.00 per student

Extra-Curricular Activities:

Classes will be suspended until further notice due to Covid19.

When classes resume students who remain after school for extra-curricular activities such as clubs, sports, etc., should be picked up at the time designated by the club moderator or coach. Students on the monthly plan will automatically report to the Archers After 3 Program. All other students must be picked up immediately at the close of their class or sport. **Due to Covid19 no drop-ins will be allowed until further notice. NO BILLS WILL BE ISSUED.**

Classes:

Classes will be suspended until further notice due to Covid19.

Registration for Archers After 3 classes will be made directly to the moderator of the class. Students enrolled in a class that report to childcare only on the day that he or she has class, they are considered "Class only". Students, who do not attend class as scheduled once enrolled, are not eligible for a refund. Space is limited and students will be accepted on a first come first serve basis. If necessary, a lottery will be drawn for classes that exceed the number of slots available during registration. Students on the monthly plan will automatically report to the Archers After 3 Program following their class. All other students must be picked up immediately at the close of their class. **Due to Covid19 no drop-ins will be allowed until further notice.**

Emergencies/Drop-Ins

Due to Covid19 no drop-ins will be allowed until further noticed.

Monthly Payment Plan

Our monthly payment plan is a pre-paid service. The first month’s payment is due at registration. Subsequent payments will be due on the last Thursday of the month. The student will not be able to attend the program if the monthly payment is not paid by the Monday following the predetermined dates (no exceptions).

- Friday, August 14, 2020 (August Payment)
- Thursday, August 27, 2020 (September Payment)
- Thursday, September 24, 2020 (October Payment)
- Thursday, October 29, 2020 (November Payment)
- Thursday, November 19, 2020 (December Payment)
- Thursday, December 17, 2020 (January Payment)
- Thursday, January 28, 2021 (February Payment)
- Thursday, February 25, 2021 (March Payment)
- Thursday, March 25, 2021 (April Payment)
- Thursday, April, 29, 2021 (May Payment)

These dates are not tentative and are not subject to change. There is no billing system in place. All fees are to be paid by the required dates listed above. If your monthly pre-paid fees are not paid by the predetermined date, the student cannot attend the following month. Please remit payment by check, debit/credit card or money order as no cash can be accepted. Any debit/credit payments will be assessed a \$5.00 processing fee.

2020-2021 Early Archers Prepay Rates

Early Archers 1 child	Early Archers 2 children	Early Archers 3 children
\$60.00/month	\$65.00/month	\$70.00/month

2020-2021 Archers After 3 Prepay Rates

Archers After 3 1 child	Archers After 3 2 children	Archers After 3 3 children
\$150.00/month	\$240.00/month	\$325.00 per month

Due to Covid19 no drop-ins will be allowed until further noticed.

If students are attending Early Archers and Archers After 3, there is a \$10.00 monthly discount.

EARLY ARCHERS & ARCHERS AFTER 3
REGISTRATION AND EMERGENCY INFORMATION

Child's Name _____ Homeroom _____

Allergies or other conditions: _____

Child's Name _____ Homeroom _____

Allergies or other conditions: _____

Child's Name _____ Homeroom _____

Allergies or other conditions: _____

Note: If there are any restrictions on persons to whom your child may be released, you must inform the director. Instructions must be in writing, signed by the parent/guardian and dated. If it is a non-custodial parent of a student, please provide a copy of the court documents stating any such restrictions.

Parent information

Parents are: (circle one) Married Separated Divorced

Mother's Name: _____

Home address _____

Phone _____ Cell phone _____

Place of employment _____ Phone _____

Father's Name: _____

Home address _____

Phone _____ Cell phone _____

Place of employment _____ Phone _____

Name of people authorized to pick up your child/children:

- 1) Name: _____ Relation _____
Phone# _____
- 2) Name: _____ Relation _____
Phone# _____
- 3) Name: _____ Relation _____
Phone# _____

In case of Emergency:

List at least 2 people who will assume temporary care of your child if you cannot be reached.

- 1) Name _____ Relation _____
Phone _____ Cell phone _____
- 2) Name _____ Relation _____
Phone _____ Cell phone _____
- 3) Name _____ Relation _____
Phone _____ Cell phone _____

Insurance Information

Name of company: _____
Phone# _____ Policy# _____
Pediatrician's Name: _____
Phone# _____ Preferred Hospital _____

Emergency Authorization:

State law required that we have written authorization from a child's legal guardian to seek medical help in the event of a medical emergency. Signing the statement at the bottom of this letter will provide us with that authorization. Our policy, in the event of a medical emergency is to contact you first. If we cannot contact you, we will try to contact any others you may designate. In the event that we are unable to contact you or your designated representative(s), or if the medical emergency warrants response, we will act on your behalf and in the best interest of your child.

I, the undersigned, agree and understand that Archers After 3, St. Andrew the Apostle School, or the Archdiocese of New Orleans are not responsible for any accidents or injuries that my child/children may sustain arising out of their participation in the activities. I assume all risk associated with this activity and I, and anyone entitled to act on my behalf release Archers After 3, St. Andrew the Apostle School and the Archdiocese of New Orleans from all claims whatsoever which may arise from this activity.

Signature of Parent/Guardian **Date** **Print Name**

How Do You Plan To Use Early Archers and Archers After 3?

(circle preferences)

AM only

AM only 1 Child

AM only 2 Children

AM only 3 Children

AM and PM pick up 1 Child

PM only pick up 1 Child

AM and PM pick up 2 Children

PM only pick up 2 Children

AM and PM pick up 3 Children

PM only pick up 3 Children

Due to Covid19 no drop-ins will be allowed and classes will be suspended until further noticed.

AM and class only

PM and class only

Class only

Emergencies/Drop-ins

Do not write below this line office use only

Registration _____ Date _____ Initials _____

1st month fee _____ Date _____ Initials _____

Student Name _____ Homeroom # _____