



Saint James School Basking Ridge, New Jersey

After School Care Program 2020-2021

General Information

St. James After-School Care Program aims to provide all children quality care in a safe environment that fosters mutual respect among students and staff. Responsible, competent, background-checked and Virtus-trained staff plan and supervise structured and unstructured student-centered activities.

Schedule

The After-School Care Program will be held on days when school is in session from 3:00 P.M. to 6:00 P.M on full days and from 12:45 PM to 6:00 PM on half days, except as noted below.

If your child is absent from school, you do not need to notify the program. However, if your child attends school during the day but will not be attending the After School Care Program on a regularly scheduled day, please send a note to your child's homeroom teacher. If your schedule should change and you decide not to use the program, please also send a note to the homeroom teacher and the school's administrative assistant. The program does not run on days that school is closed for early dismissal due to weather emergencies and does not run on half days before the Thanksgiving, Christmas and Easter recesses.

Registration and Payment

For **new** applicants only, a **one-time Registration Fee** in the amount of \$50.00 per child is due with this registration form. **At the time of registration, please submit the following**

forms: Registration form, Medical History form, the Student Release form, and the Email Notification form.

We are offering the following After-School Care Plans this year.

- Monthly tuition - 5 days/per week:
 - Tuition: \$360.00 - first child
 \$300.00 - each additional child

- Hourly Rate Plan:
 - \$9.00 each child/per hour

Invoices for the Monthly Plan and Hourly Rate Plan are sent the 1st of the month for the previous month's service and due on the 10th of the same month. The Hourly Rate Plan is billed based on daily sign-out times as input in the aftercare iPad by the aftercare supervisor. **Please be sure the supervisor enters the sign-out time when you pick up your child(ren).** If the sign-out time is not entered, you will be billed for the full period that day. Invoices are sent via email from the ProCare aftercare management system. However, please note that presently payments cannot be submitted online; checks should be made payable to Saint James School and sent to the school office c/o Aftercare Program.

In constructing our school calendar, we have already taken into consideration the few holidays that school is not in session and have computed weather emergency days into that calendar as well. Your monthly tuition payment is based upon the average of four weeks per month, and does not change based on actual school days per month. The same payment is required regardless of any school holidays or weather-related closing in a particular week. Monthly tuition will not be prorated for any reason.

Because our costs remain constant throughout the school year, we cannot reduce monthly tuition payments if your family takes a vacation or if you choose to keep your child home for any reason.

Pickup Procedures:

The pickup procedures for the After School Care Program are as follows:

- Parents should pick-up their child(ren) by 6:00 PM at the school's gym entrance only using the security buzzer located there. If a child remains past 6:00 PM, the staff members will attempt to contact the parent/guardian noted on the registration form. The emergency contact will then be notified. There will be a \$10.00 surcharge per child for each 15-minute period past 6:00 PM.

- Please note that child(ren) will only be released from the After-School Care Program to parents/guardians or other adults as noted on the After-School Care Student Release Form (see below). No child(ren) may leave the After-School Care Program unaccompanied by an authorized adult.
- If an individual other than a parent/guardian will be picking up your child(ren), please complete the Student Release form included with the After-School Care Program registration forms. This individual will be asked to provide a photo ID at time of pick-up.

Early Dismissals Due to Weather or Other Emergency

Generally, we will only close school early due to an extreme weather condition. On these days, there will be no after-school care. You will be responsible to pick up your child(ren) at the early dismissal time. Early dismissals are communicated via the Honeywell Instant Alert System.

Administration of Medication

A nurse is not on staff during the After-School Care Program. Program staff may not administer medications. If your child requires medication during those hours, please arrange for the administration of medicine at home in the morning, or by the school nurse during school hours. In emergency medical situations, the program staff may call qualified emergency personnel to attend to your child.

Code of Conduct

We encourage appropriate behavior by our students whether they are in school or in our After-School Care Program, and the same guidelines and expectations noted in the Saint James School Policies and Procedures Handbook apply. Cell phones or personal devices can be used if done in a non-disruptive, appropriate manner. No cell phone photographs or videos, please. If any unacceptable student behavior is exhibited, parents will be contacted by the Program staff members. If the behavior is not corrected, the Principal will be notified and the student(s) may be suspended or removed from the Program.

Contacting the After-School Care program

Should you need to reach the program staff during the hours that the program is in session, you may call the school at (908) 766-4774 at extension 231. In the event that the children are playing outside or the gym, you may call the cell phone at (908) 210-5560.

Thank you for entrusting your child to our care. We are committed to providing a safe and enjoyable program. Please let us know if you have any questions or concerns.

