

## St. Francis Cathedral School

### After Care Program

Dear Parents/Guardians,

The aftercare program start date is to be determined. The program will be held in the upstairs room of the CYO building. **The Before Care children should still report to the main school building.**

**The After Care schedule is as follows:**

**2:30-2:45 pm** - change/attendance

**2:45-4:00 pm** - playtime in the Gym

**4:00-4:30 pm** - snack in upstairs room

**4:30-6:00 pm** - homework/games/dismissal

The children should have a snack with a drink and a change of clothes with sneakers each day. Children tend to misplace their clothes when changing out of their uniform to play clothes; we **STRONGLY** suggest that you **label all pieces of their uniform**. This will be a great help to you as well as to us!

If you would like to continue to pay on **Monday** at the beginning of the week, that would be helpful. You may also send payment in on **Friday**. **All payments are due weekly**. Please read over the policy attached in the packet for After Care. All payments can be sent via school mail in an envelope marked After Care - Mrs. Rizzo 1B.

**The fees are as follows:**

**One child-\$18.00 and \$23.00 on half days**

**Two or more children-\$27.00 and \$30.00 on half days**

Please read the attached policy. ALL emergency forms must be in by mid-September. If you have changes in your schedule, please let me know of these changes as soon as possible.

If you have any questions or concerns, please feel free to contact me at 732-548-3107 or at [rizzom@stfranciscathedralschool.org](mailto:rizzom@stfranciscathedralschool.org). You may also call the CYO at 732-548-5690 after 2:30 when after care is in session. I look forward to another great year with you!

Thank you,

Marilou Rizzo

After Care Director

**St. Francis Cathedral  
After Care Emergency Form**

Child's Name/Grade \_\_\_\_\_  
Home number: \_\_\_\_\_  
Mom Work number: \_\_\_\_\_  
Mom Cell Number: \_\_\_\_\_  
Dad Work number: \_\_\_\_\_  
Dad Cell Number: \_\_\_\_\_

**The following people MAY NOT call for my child:**

1. \_\_\_\_\_
2. \_\_\_\_\_

Doctor's name and number \_\_\_\_\_

If one of the above cannot be reached, I wish that my child be taken to the emergency room

Yes \_\_\_\_\_ NO \_\_\_\_\_

**Emergency and Safety**

With the children's safety and well being in mind, it is most important that the parent fill out the emergency card and adhere to the instructions given. One of the most important regulations concerns the child leaving the premises of St. Francis After Care Program.

As per diocesan policy, a student may be released from school during the day only to the parent/guardian or the designee named on the Emergency Card.

**The following procedures shall be observed:**

"Anytime a parent alters the method in which the student will go home at the end of the day, the parent must inform the school **in writing** of the departure change; phone calls CANNOT be accepted"

**ONLY parents or guardians are permitted to make these requests.**

Please use the space below to list the names of emergency contacts for your child in the order that they are to be called.

Name/Relationship	Cell Number	Home Number

## Parental Responsibilities

### Expectations for children's behavior:

The children are expected to respect the staff, each other and the materials provided. They **MUST NEVER** leave the building without permission from the After Care staff. If the child is to leave After Care with another person, the parent must make that request in writing. Any rules that are not followed may be cause for the child to be dismissed from the program.

### Homework:

A scheduled homework period with teachers will be provided. It is the **SOLE** responsibility of the child to have **ALL** materials that they need to complete the assigned work. As per school policy, children are **NOT** permitted back in the building to get their homework. After care teachers will check and assist with their homework, however, **it is the parent's responsibility to review the homework after you leave after care.**

### Illness or Accident:

In case of minor accidents or illness, first aid will be administered on site. Medication will only be given with a written note, from the parent and the doctor, indicating the amount of medicine to be given. In serious cases, teachers will use the emergency card to alert the parents and then those listed for emergency in the event parents cannot be reached. If you **DO NOT** wish for your child to be treated in anyway, please indicate that **ON THE BACK** of the emergency card. Please provide us with explicit directions of how to proceed. If the parent /guardian does not supply us with the necessary emergency information or if the instructions cannot be followed at the given time; after care will act accordingly in the best interest of the child.

### Closing:

If school is closed, there is **NO** after care. In the event of a delayed opening, before care will begin one hour **BEFORE** the delayed time. In the event that bad weather begins during the school day, **we will CANCEL after care.** You will be notified immediately. If you work a far distance from school, please have a contact on the emergency card that will be able to pick up your child from school in a timely manner.

### Fees and Pick-up:

Prompt payment as well as prompt pick up is the responsibility of the parent. Staff members are only employed until 6:00 pm It is common courtesy to respect the time of pick up and make other arrangements if you are unable to be there at 6:00 pm. **A late fee of \$1.00 per minute will be charged to your bill if you pick up after 6:00 pm.**

### Billing:

Payments are due each week. Any balance that exceeds one week will be charged a late fee of \$25.00 in addition to your balance. Continual late payments will be cause for the child to be removed from the program. This policy is **STRICTLY** enforced. If there are circumstances in which you cannot pay your bill in full, please contact me immediately. I am available to discuss any question that you may have at [rizzom@stfranciscathedralschool.org](mailto:rizzom@stfranciscathedralschool.org) or 732-548-3107.

Thank you and have a wonderful year!

Mrs. Rizzo

After Care Director