

# MARY HELP OF CHRISTIANS CATHOLIC SCHOOL

## AFTER SCHOOL CARE PROGRAM 2021-2022

### TERMS AND AGREEMENT

The After School Care Program will begin the opening day of school and will be open each day school is in session under the direction of teachers and staff. The program will consist of snack time, a homework session, and indoor and outdoor play. Please send students with a separate peanut/nut free snack and drink.

#### **Hours of Operation:**

The After School Care Program is open from 3:00 PM to 6:00 PM each school day. If your child is not picked up at dismissal, he/she will be brought to After School Care and will be signed in for the day. If your child is picked up between 3:00 PM to 3:30 PM there will be charge of \$5.00 per day, per child. After 3:30 PM, the FULL FEE for After School Care is charged to you.

#### **Daily Rates:**

\$15.00 per day - 1 child  
\$25.00 per day - 2 children  
\$30.00 per day - 3 children +

***Early Release*** - If your child is not picked up at dismissal on early release days, he/she will be brought to After School Care and will be signed in for the day and the Full Fee will be charged to you.

#### **Payments:**

After School Care payments are due on a Daily or Weekly basis. If payments are not received, notices will be emailed weekly. You must keep your balance current and up to date. If your account is more than 2 weeks in arrears, you may be asked to make other arrangements for after school care.

***Daily*** - Send payment to the office or you may pay at the time of pick-up.

***Weekly*** - You may pay on Friday at the time of pick-up or send payment in on Monday of the following week.

***Monthly in Advance*** - You will receive a 10% discount. You will only be charged for the days your child attends After Care. Your account will carry a credit balance.

Please place your payments in an envelope marked "After School Care" with your child's name for easy identification. You may send it in with your child to be turned into the teacher. If your child needs to attend After School Care due to unforeseen circumstances, please call the School Office. They will notify the teacher and child. If arrangements for special circumstances need to be made, please contact Ms. Lisa Ramos, Aftercare Coordinator, 954-323-8006 or e-mail [lisa.ramos@mhocschool.org](mailto:lisa.ramos@mhocschool.org).

### **Pick-Up:**

Persons picking up a child from After School Care are required to buzz the main gate for entry and provide the first and last name of the child they are picking up from after care. The person must sign out the child with the After Care staff member. Students must have on file in the school office his/her emergency card, which should be completed by parents by the first day of school. Children will not be released if the person coming for them is not listed on the emergency card. If, on occasion, you need to send someone not listed on the emergency card, you are required to send a written note or email to the school office, or email Ms. Lisa Ramos, Aftercare Coordinator at [lisa.ramos@mhocschool.org](mailto:lisa.ramos@mhocschool.org).

### **Late Pick-Up:**

There is a Late Fee charged after 6:00 PM. The rate is \$1.00 per minute. If you are late, the staff member on duty will note the time of pick-up and the fee and Molly Behm will contact you the following date for late fee payment. As a courtesy, please call the Aftercare number at 954-323-8009 if you will be late.

### **Emergency Medical Information:**

We want your child to be safe, secure, and happy at our school as well as in After School Care. The information we request from you is extremely important in helping us to achieve the best care we can provide for your child.

Please take the time to share all helpful information relating to your child. Should you fail to provide pertinent information regarding your child's needs, Mary Help of Christians Catholic School and employees will not be held liable. We truly appreciate your support and disclosure of such information.

### **Cell Phones:**

Cell phones must be always kept in the student's backpack. If a student does not comply, the phone will be taken by the staff member and released to a parent at the time of pick-up. Students who need to contact their parent must ask permission from the aftercare staff member.

**Please complete, sign, and return the attached information sheet  
and agreement to the school office.**

**MARY HELP OF CHRISTIANS CATHOLIC SCHOOL**

**AFTER SCHOOL CARE PROGRAM 2021-2022**

**INFORMATION SHEET**

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's  
Name(s) \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Primary Email \_\_\_\_\_

Person allowed to pick up name \_\_\_\_\_

Phone # \_\_\_\_\_

Person allowed to pickup name \_\_\_\_\_

Phone # \_\_\_\_\_

Person allowed to pickup name \_\_\_\_\_

Phone # \_\_\_\_\_

Family Security Code \_\_\_\_\_

Family Dismissal # \_\_\_\_\_

Family Important  
Notes \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**(ACKNOWLEDGEMENT OF TERMS AND AGREEMENT)**

**IMPORTANT AFTER SCHOOL CARE PROGRAM INFORMATION NOTICE**

**I HAVE READ AND HAVE A COPY OF THE AFTER SCHOOL CARE PROGRAM  
INFORMATION AND AGREE TO ADHERE TO THE TERMS.**

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_