



# HOLY TRINITY SCHOOL



Pre-K to Grade 8

336 First Street, Westfield, NJ 07090 | holytrinityschool.org | Ph. 908-233-0484 | Fax 908-233-6204

## Before Care/ Aftercare Program Pre-K 4 – Grade 8

**Before Care is available from 7:15 to 8:15am. Aftercare is available from 2:30 - 6pm. On early dismissal days, Aftercare is available from 11:30am to 6pm.**

**If your child is going to Before Care, please meet Mrs. Mintz in the Gym via the side gym door (A5) off the front lawn. If the weather is agreeable, the children will have access to the front playground.**

**If your child is going to Aftercare, please let your child and their homeroom teacher know so that the teacher knows to escort him/her to Aftercare waiting area (by the office) at dismissal time. To pick up your child from Aftercare, please enter the Gym via the side door (A5) off the front lawn and sign your child out with Mrs. Mintz.**

The Extended Care cost is billed hourly with a 1 hour minimum per session and then billed in 30 minute increments after the first hour.

The billing rate is based on the number of children/family in the program:

One child/ family = \$10.00/hour

Two or more children/family = \$ 8.00/child/ hour

(After 6:00 p.m., there will be an additional charge of \$15.00 for every fifteen minutes per child.)

**EXTENDED CARE PAYMENTS -- The monthly aftercare bill will be posted to your FACTS account by the 5<sup>th</sup> of the month with payment being automatically withdrawn from your FACTS account on the 15<sup>th</sup> of every month. Please plan accordingly.**

### *Special Days:*

If there is a delayed opening (due to bad weather), there is no Before Care. If there is an early dismissal due to inclement weather or other serious emergency, there will be no Aftercare.

There is no Aftercare in the afternoon before a holiday break (before Thanksgiving, Christmas, etc.).

**Please plan ahead and have an emergency plan in place.**

If you intend on or may possibly use Before Care/ Aftercare this year, **please complete the attached registration form** and send to the office.



*Accredited by Middle States Association of Colleges and Schools*



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## Before Care / Aftercare Registration Form

Today's Date: \_\_\_\_\_

Child(ren) full name \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip

Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ Father's Name Business Phone # or Cell #

\_\_\_\_\_ Mother's Name Business Phone # or Cell #

Allergies? \_\_\_\_\_

Emergency Numbers: Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Extended Care Hours: 7:15 to 8:15 am and 2:30 – 6:00 p.m.**  
**Fee: \$10.00 per hour for one child/family**  
**\$8.00 per hour/child for more than 1 child/family in the program**

Please enroll my child for the following days/ hours:

Day	AM Hours	PM Hours
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

- I understand that **AFTER 6:00** there will be an **ADDITIONAL CHARGE** of \$15.00 for every fifteen minutes per child thereafter.
- I understand all payments will be through FACTS automatic withdrawal on the 15<sup>th</sup> of the month.
- **If possible, please sign your child into before care; If I choose to "drop and run" in the morning, I will be billed (and pay) according to the school sign in sheet.**
- **I understand that I MUST sign my child OUT of aftercare daily.**

\_\_\_\_\_  
Parent's Signature

