



St. Lawrence  
**SCHOOL**

1000 N. Greece Rd.

Rochester, NY 14626

Telephone: (585) 225-3870 Fax: (585) 225-1336

# After School Care Handbook

## 2022-2023



## **After School Care Hours: 2:30 PM – 5:30 PM**

### **Eligibility**

Students in grades K – 5 can register for After School Care at any point during the school year. Preschool students must register for the Full-Day Wrap Around Program to attend After School Care. All Full-Day Wrap Around Preschool students are automatically enrolled in our After School Care program and will not be charged an additional fee.

### **Enrollment**

Parents/guardians must complete an After School Care Registration Form and pay a non-refundable family registration fee of \$30.00. ***All forms must be completed and returned to the school office BEFORE the child(ren) can be enrolled in the program. No registration form will be accepted without the registration fee.***

### **Acceptance**

Acceptance is determined on availability of space. Space is limited to 25 children per day. If needed, a waiting list will be compiled. When openings occur, families will be notified on a first-come basis according to the date that the registration form and fee were received.

### **Hourly Charges**

An hourly rate of \$10.00/hour per child, \$8.00/hour per each additional child will be charged. Each child will be billed for an entire hour, regardless of how many minutes of that hour they are in After School Care. The hours billed will be from 2:30-3:30pm, 3:30-4:30pm, and 4:30-5:30pm.

### **Billing and Payment**

An invoice will be issued at the beginning of each month for the previous month's hours. Payment is due upon receipt, payable by cash or check (checks made payable to "St. Lawrence School"). A monthly payment envelope will be provided to send invoices and payments back and forth to the school office. Questions and concerns regarding payment can be directed to Marisa Stieve, Director of Finance @ [marisa.stieve@dor.org](mailto:marisa.stieve@dor.org). ***If a payment is two weeks in arrears and you have not made prior arrangements with the Director of Finance, your child will not be able to attend After School Care until the past due balance is paid in full. All accounts two weeks in arrears could be subject to a \$20 late fee.***

### **Late Pick-Up Fee**

To discourage tardiness, there is a \$40.00 late pick-up fee charged **every 15 minutes** for any child who is not picked up by 5:30 PM.

### **Vacation Days/Schedule Changes**

After School Care is not open on half-days or any day that school is not in session.

Please provide us with any changes to your child's routine before 1:00 PM to guarantee that word gets to your child(ren)'s teacher(s) in time for dismissal.

### **Pick Up**

Please use the Ring doorbell at the North Entrance (the door facing the church) to communicate with the After School Care staff. Only parents and authorized persons listed on students' Emergency Contact Form can pick up their child(ren). Please contact the school office to review and/or make changes to your contact list. Parents/Authorized Persons will need to sign their child(ren) out, indicate the time out, and calculate the number of hours in After School Care. If no sign-out time is indicated, parents will be billed for the full three hours.

### **Program Activities**

Snacks are provided. A variety of activities such as outside play/playground time, gym time, board games, hands-on activities, and homework time will be provided. Personal electronic devices are not allowed in After School Care.

### **After School Care and Clubs**

If your child attends a club and then goes to After School Care, hourly charges will begin once the club has ended until the time you pick up your child. Your child must be registered for After School Care to attend After School Care after a club.