

# St. Clare of Assisi-St. Francis Xavier School

## After-School

Dear Parents,

St. Clare of Assisi – St. Francis Xavier School is happy to provide an After-School Program for all our students, beginning Monday, September 11<sup>th</sup> and ending on June 11, 2024. The program operates from Monday-Friday, from dismissal to 5:45 pm and half days from 11:30 am - 5:45 pm. Currently, there are 175 school days of which 165 days have aftercare available.

The school offers several plan options, to accommodate the different needs of our parents (Rates are based on 165 after school days).

### AFTER SCHOOL PLANS

#### PLAN D (DAILY)

Number of Children	Daily Rate
1 Child	\$30
2 Children	\$50
3 Children	\$75

If you choose the Daily Plan 1 - \$30 as needed, payment must be made to the school directly. You must also include \$30 registration fee when registering your child. All daily payments must be sent in the brown envelope the school will provide to you along with a note to your child's teacher advising them that your child should be sent to After-School that day.

If a situation comes up, where you are delayed in picking up your child that day and they must attend After-School, payment is expected the following day directly to the office.

If you use the daily plan more than twice a week, you must sign up for a plan.

We strongly recommend choosing a monthly plan to maximize your savings.

#### PLANS (MONTHLY)

	Plan 1 Early Pick-Up 4:00 pm	Plan 2 2 days a week	Plan 3 3 days a week	Plan 4 4 days a week	Plan 5 5 days a week
Number of Children	Billed per Month	Billed Per Month	Billed Per Month	Billed Per Month	Billed Per Month
1 Child	\$200	\$200	\$300	\$352	\$440
2 Children	\$250	\$230	\$370	\$456	\$570
3 Children	\$295	\$310	\$490	\$616	\$770

*Late Pick-up Fee of \$10 will be charged for student pick-ups made after 6:00 pm - 6:30 pm*

*\*\* Half Days are included in all plans*

## **BILLING**

*UPK students are billed in eight (8) months  
from October 2023 through May 2024 using Brown Envelope.  
Students K-8 are billed in eight (8) months from October 2023 through May 2024  
and added to their Blackbaud tuition.*

## **LATE PAYMENT POLICY**

Any payment that is **NOT** posted on your due date is considered late and will be **subject to a late fee of \$15.00**. Late Fees are assessed 5 days after a family misses its due date on the 1<sup>st</sup>.

## **AFTER SCHOOL PROGRAM CHANGES**

**If for any reason you need to change your program option, you must fill out a Change/Withdrawal Form indicating the effective date of the change.** These changes must be handed into the office **one month prior** to the effective change date. (Example: if you want your change to start on November 1<sup>st</sup>, the form must be submitted into the office by October 1<sup>st</sup>). **Form attached.**

Once the office receives this request, we will send home confirmation stating that we received your new updated form. If you do not receive confirmation of your change, please contact the office. **No verbal request of changes will be accepted!**

**There will be no after school program on days that school is closed.  
In addition, we will have no after school program on the following days:**

The day before Thanksgiving break  
The day before Christmas break  
The day before Easter break  
The last three days of school in June before summer break

Please keep in mind in extreme emergencies (such as bad weather), we may have to cancel the After-School or end the program early for the safety of the children and staff.

At times this notice maybe done on short notice through an IRIS Alert. **As a working parent, you may not be able to pick your child up on such short notice. It is YOUR responsibility to reach someone that will be able to pick up your child at the specified time. Arrangements could be made with a classmate's mom should this happen or family member.**

## **REGISTRATION**

If you are interested in enrolling your child, you **MUST** fill out the attached form and return it to school by September 8th along with the Contract and the emergency paper filled out. There is a \$30 registration fee (per student) due at Registration. PreK will receive a brown payment envelope to be used on the first of the month to pay for After-School beginning in October and ending in May. St. Clare's - St. Francis after-school will be billed to their Blackbaud Tuition Account beginning in October and ending in May.

Please note - Should a child display behavior which jeopardize the safety of themselves and others, the staff will contact the child's parent or guardian, and request that the child be removed from the program for that day. Repeated suspensions could result in termination of care.

**St. Clare of Assisi – St. Francis Xavier School  
After School Program 2023-2024**

**All information must be neatly printed**

**Student Name(s):**

1. \_\_\_\_\_ **Grade:** \_\_\_\_\_

2. \_\_\_\_\_ **Grade:** \_\_\_\_\_

3. \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Please choose the best option for you:**

\_\_\_\_\_ **Plan D :**            **DAILY RATE (When Needed Only)**  
                                 1 child        \$30 daily  
                                 2 children    \$50 daily  
                                 3 children    \$75 daily

\_\_\_\_\_ **Plan 1 :**            **EARLY PICK-UP (4:00PM) PLAN**  
                                 1 child        \$200  
                                 2 children    \$250  
                                 3 children    \$295

\_\_\_\_\_ **Plan 2 :**            **MONTHLY 2 DAYS A WEEK PLAN**  
                                 1 child        \$200  
                                 2 children    \$230  
                                 3 children    \$310

\_\_\_\_\_ **Plan 3:**            **MONTHLY 3 DAYS A WEEK PLAN**  
                                 1 child        \$300  
                                 2 children    \$370  
                                 3 children    \$490

\_\_\_\_\_ **Plan 4:**            **MONTHLY 4 DAYS A WEEK PLAN**  
                                 1 child        \$352  
                                 2 children    \$456  
                                 3 children    \$616

\_\_\_\_\_ **Plan 5:**            **MONTHLY 5 DAYS A WEEK PLAN**  
                                 1 child        \$440  
                                 2 children    \$570  
                                 3 children    \$770



## Emergency Form

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

Sibling in SCA-SFX \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

Mother's Name \_\_\_\_\_

Print Name

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

Father's Name \_\_\_\_\_

Print Name

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

### Emergency Contacts:

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to Child \_\_\_\_\_

### Important Medical Information:

Allergies: \_\_\_\_\_

Only the following named individuals are authorized to pick up my child:

1. Name \_\_\_\_\_

2. Name \_\_\_\_\_

3. Name \_\_\_\_\_

## St. Clare of Assisi-St. Francis Xavier School

### I agree to the following guidelines listed below for the After-School Program

- Your child will meet in the cafeteria. The program is open until 5:45 pm. (Except when notified of early emergency closing).
- LATE FEES
  - Late fee of \$10 from 6:00 - 6:15 pick-up.
  - Late fee of \$15 from 6:16 - 6:30 pick-up.
  - All late fee pick-ups due that day or the latest the following day.
- If you are late 3 times, you may be asked to remove your child from the program.
- Any person who is more than 30 days in arrears **will not** be allowed to use the program until payment is made.
- Your child will be encouraged to finish their homework, but it is up to you to make sure it is completed.
- Your child will be given a snack and after an hour of doing their homework; they will play in the gym under the supervision of our After-School teachers.
- Registration Fee due when handing in this form.

\$30 - 1 child

\$60 - 2 children

\$90 - 3 children

***An After-School plan must be chosen.*** There will be no more billing at the end of the month. On the occasion that you may need the after-school program once in a while, you ***MUST register and pay registration fee.***

***\*\* All handbook rules apply to the after-school program \*\****



Return with your application - Please print information.....

I have read the After-School Contract

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

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

Parent's Name: \_\_\_\_\_

(please print)

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

# After School Program

## WITHDRAWAL FORM

### Change and Withdrawal Policy

All changes must be submitted to the School's office one month prior to the effective change date. (Example: if you want your change to start on November 1<sup>st</sup>, the form must be submitted into the office by October 1<sup>st</sup>). Once the office receives this request we will confirm that we have received your withdrawal form. If you do not receive confirmation of your change please contact the office. No verbal request of changes will be accepted

All information must be neatly printed

Student Name(s):

1. \_\_\_\_\_ Grade: \_\_\_\_\_

2. \_\_\_\_\_ Grade: \_\_\_\_\_

3. \_\_\_\_\_ Grade: \_\_\_\_\_

### MY CURRENT AFTER SCHOOL PLAN

I WOULD LIKE TO:

1) \_\_\_\_\_ CANCEL MY AFTER SCHOOL PLAN

2) \_\_\_\_\_ CHANGE MY AFTER PLAN TO:

SPECIFY NEW PLAN: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name (PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name - Signature

\_\_\_\_\_  
Date

School use Only	
Received by School on	