

Saint Elizabeth Ann Seton After School Program

Director: Leeann Graziose

Registration & Fee Schedules: There is a one time a year \$30 family registration fee payable to St. Elizabeth Ann Seton that is to be enclosed with your registration forms. Monthly fees are payable in advance on or before the 15th of each month.

*Fees:	1 child - 4 days per week or less	\$20.00 per day
	2 children	\$17.00 per day per child
	3 or more children	\$15.00 per day per child
	Discount for Full Time students (5 days per week)	\$85 per week (\$17.00 per day)

- 7th / 8th grade **siblings** may be part of the program for \$10.00 a day provided they assist staff with younger children during the program.
- The above discounted fees are based upon receipt of payment on the scheduled due date.

Hours of Operation: Monday thru Friday - Dismissal to 6:00 PM
Half Day ASP (pending sufficient registration)

****Faculty:** Certified teachers and aides staff the program. The staff is dedicated to providing a safe, educational, structured, and pleasant environment for your children.

Calendars: Calendars are due on or before the beginning of each month, along with payment. Any changes must be made with the director in advance. Any child not scheduled for a particular day will be directed to his/her bus. Please notify the director, classroom teacher, and bus teacher of any changes in writing.

Pick up Procedures: Your child will only be released to you, or an authorized person designated by you. Please be sure to keep your child's release up-to-date. License ID will be required from authorized individuals unknown to staff. If there is a question about this, the child will not be released until a verbal confirmation can be obtained. All children must be signed out on a daily basis.

The After School Program closes promptly at 6:00 PM. If you are detained and cannot pick up your child by 6:00 PM, please arrange to have an authorized adult do so for you. If we have not heard from you and it is after 6:00 PM, the director will contact a person on your emergency list to pick up your child. After 6:00 PM, a \$15.00 late fee will be charged for every 15 minutes you are delayed. Excessive lateness will result in your child being removed from the program.

****Health:** For the safety and well-being of your child and others, sick children should be kept home. Should your child become sick or injured during program hours, you, or a designated emergency contact, will be notified and asked to pick up your child as soon as possible. If your child is unable to participate in any activity or has any medical issues, please notify the director.

****Snack:** A snack is provided every afternoon. Snack usually consists of a choice of cookies, crackers, pretzels, chips, or goldfish with water. If your child has special medical or dietary restrictions, please notify the staff and send a snack from home.

****Activities:** Homework help, games, movies, bingo, arts & crafts, and outside activities

****All students in the After School program will be kept in grade appropriate cohorts. All school safety protocols and policies will be followed in the After School Program.**