

Dear Parents,

This year the teachers at St. Max will be offering morning and afternoon care to the families that are in need of childcare. This will be offered Monday through Friday in the morning from 7:00am to 7:50 am and in the afternoon from 3:00pm to 6:00pm. This will be held in the school building. There will be no after school care on half days or any day that the school may have an early dismissal.

Morning St. Max care is \$15 per child attending. Afternoon is \$15 per hour. For every additional 15 minutes from pickup time, there is a \$5 fee. For example, if your child's pickup time is 4:00pm, you pay \$15. If you need the time extended to 4:15, the amount would then be \$20. If pickup is past the half hour mark, the amount would be \$30 going back to the hourly rate. Payment will go directly to the teacher that is with your child that day. Payment will be accepted daily for morning care. Payment information will be sent out by Miss Passalacqua in an email for each child at the end of the week for afternoon care.

Please contact the teacher that will be watching your child on the day(s) you need by email or text message if there is an emergency.

- Miss Caputo: acaputo@stmax.org or 484-844-0406
(Monday through Friday MORNING 7:00am -7:50am)
- Miss Passalacqua: gpassalacqua@stmax.org or 215-840-5754
(Tuesday, Thursday, Friday afternoon 3:00pm-6:00pm)
- Miss Berardelli: gberardelli@stmax.org or 610-308-5267
(Monday and Wednesday afternoon 3:00pm - 6:00pm)
- Miss Ryan: kryan@stmax.org or 610-505-8731
(Tuesday, Thursday, Friday afternoon 3:00pm-6:00pm)

Please fill out the form that is attached to this letter. Please return to Miss Passalacqua ASAP. Miss Passalacqua will send out a reminder message. It is important that we have this information for organizational and safety reasons. We are happy to offer this opportunity to the families at St. Max, therefore we kindly ask that you follow the guidelines. You can find this information on Miss Passalacqua's website. If you have any questions or concerns please feel free to email Miss Passalacqua or call the school office (610-399-8400).

Thank you for your support!

Name(s) of Children

Grade

Parent(s)/Guardian(s) name(s):

Phone: _____

Phone: _____

Email: _____

Email: _____

Emergency Contact:

Phone: _____

Email: _____

When will your child need the service ? (circle all that apply): morning afternoon both

Which days? (list individual days or write “everyday”) *This will apply all year unless there is a major change.*

What is your preferred payment method? (circle one): personal check cash venmo

Does your child have any allergies that we should be aware of?

Parent/Guardian Signature: _____

If anything changes after submitting this form, please make the teacher(s) aware of the changes.

Thank you!

Rules for St. Max After School Care

If your child is attending in the morning care, the following rules apply.

- Please contact Miss Caputo at the beginning of the week to let her know that your child needs morning care and on which days.
- You must arrive at school by 7:05. If for some reason you cannot make it by 7:05, you must contact Miss Caputo right away to tell her you are running late.
- Payment is daily unless you speak with Miss Caputo to work out a payment system.

If your child is attending afternoon care, the following rules apply.

- Please do not text/ email the teachers daily. The teachers are not on their devices at all times in order to see last minute messages. If there is a change in dismissal, please contact your child's teacher. The form will indicate days needed. Please tell us the set or potential days and we will expect to have your child after school. If they do not come to the MPR Room, we will assume they went home regularly after contacting their teacher. If you cannot make the carline, we will automatically have your child stay with us until you arrive.
- Please come to the MPR Room door to pick up your child and sign them out. Sometimes the MPR Room is occupied, therefore, if you come to the door and we are not in there, call the teacher that is there on that day and they will bring your child from their classroom to the front door. Miss Passalacqua will try and let the parents know ahead of time if we need to relocate.
- If your child is involved in an after school club and needs after school care after the club, you must contact that teacher for that day letting them know your child will be attending after school care. We technically start at 3:00, therefore, if your child comes late, you will still need to pay for the time the teacher spends at school.
- All children must have an extra snack in their bag. Snacks will not be provided. Water bottles can be filled at the water fountain.
- Children are to play with the toys provided. All toys must be respected and cleaned up before pick up. Many times the children who are at cares longer have to clean up for other children that leave earlier.

- All children are to follow the rules that they would typically follow in the classroom. If behavior becomes an issue, we will work out a way to improve the behavior, so your child can continue attending.