

FAW EXTENDED DAY PROGRAM

2011-2012 AFTER SCHOOL CARE

2:45 pm –5:30 pm

Full time fee - (at least 4 days/week) - \$65/week for 1st child, \$60/week for each additional child

Part time fee - (3 or less days/week) \$55/child/week

Drop in fee – \$30/day/child - pre-arranged (24 hour written notice with payment and completed registration form on file) or emergency basis only

A snack and a drink will be provided as part of the after school care program. Please inform us of any food allergies your child(ren) may have.

There will be no after school care on days when school is closed, including school cancellation due to inclement weather or other emergency closings. If the school is closing early due to bad weather or some other emergency situation, the children must either be picked up or sent home on the bus as there will be no after school care provided. Parent or authorized person must come into the building to sign the children out each day. Please enter the building at the entrance near the library, where car riders are picked up to sign children out.

Extended Day Emergency Phone Number: *301-904-5083* available from 2:45-5:30 pm

BILLING FOR EXTENDED CARE PROGRAMS

Payment is due upon receipt of bill, which will be sent 2 weeks prior to the start of a new month. Payment should be received by the due date on the bill. If the due date is missed, a late fee of \$25 will be charged. If payment is two weeks overdue your child will be suspended from the program until full payment (including late fee) is paid. Payment should be sent to the school in an envelope marked attention Extended Care Coordinator. Checks should be made out to Father Andrew White School. In the event of a returned check, there will be a returned check fee charged. Those enrolled in the program either full or part time will be charged the full rate whether or not they use the program for the entire week. No adjustments will be made to the monthly billing unless there is a discrepancy or the school week consists of 3 days or less. This includes school holidays and snow days. A part time rate will be charged for school weeks consisting of 3 days or less. Special consideration will be given to children who may be hospitalized or have an extended illness.

SCHEDULED EARLY DISMISSAL DAYS

For early dismissal days, those enrolled full or part time will not be charged extra, although we ask that you send a lunch for your child on that day. A snack and drink will still be provided as usual. We will have a limited number of children allowed to drop in for the early dismissal day. Arrangements for your child to stay on early dismissal day must be made a week ahead of time in order to be sure we have staffing available. The fee for the early dismissal day will be \$35 due to the extended time the children will be here.

PICK UP

All children should be picked up from after care at the entrance near the library, where car riders are picked up. If there is no one at the door to let you in, please call 301-904-5083. The main room the program is held in is the Art/Music Room.

DROP IN PROCEDURES

All children who are in the Drop in Program must have a completed registration form on file. In order to be sure we have adequate staffing, we must have at least 24 hour advance written notice when you would like your child to participate in the program. Please include payment with your written notice with any checks made out to Father Andrew White School. Any student admitted to the Drop In program due to an emergency, must have approval of Father Andrew White and payment will be due when the child(ren) is/are picked up.

BEHAVIOR EXPECTATIONS

Behavior expectations will be the same as those during regular school hours.

STAFFING

At this time we have teachers who are going to be in charge of the children during these programs. The after school care will have a minimum of 2 adults in attendance. The staff of the extended care programs will be unable to administer medications of any kind to the children.

LATE PICK UP FEE

There is a \$1 per minute late fee for any child not picked up on time. That fee must be paid at the time of pickup. You will be required to sign a late form at the time of pick up agreeing to the fee charged. Please be considerate of the teachers who have extended the time they are here to take care of your children and pick them up on time. Frequently picking your child up late will be grounds for dismissal from the program.

REGISTRATION FEE

A non-refundable registration fee of \$25 for the first child and \$35 per family is required to enter this program. All children must have a completed registration form on file, including those who are in the drop in program.

SCHEDULE OF ACTIVITIES

AFTER CARE PROGRAM

2:45 – 3:45 – Homework/quiet play time

3:45 – 4:00 – Snack time (snack provided)

4:00 – 5:15 – Play time – if the weather is nice they will play outside, if not they will play inside

5:15 - Clean up and pack up their belongings

EARLY DISMISSAL AFTER CARE PROGRAM

12:45 – 1:15 – Lunch (brought in by child)

1:15 – 2:45 – Play time – if the weather is nice they will play outside, if not they will play inside

2:45-3:45- Homework/quiet play time

3:45 - 4:00 – Snack time (snack provided)

4:00 – 5:15 – Play time – if the weather is nice they will play outside, if not they will play inside

5:15 – Clean up and pack up their belongings

Father Andrew White School, S.J.

22850 Washington Street

P.O. Box 1756

Leonardtown, MD 20650

After Care Registration

2011-2012 School Year

I wish to register my child(ren) in the :

After School Care

Full Time

Part Time

Drop In

Child's Name	ALLERGIES	PM Pick up time

Home Address _____
Number and street, city, state, zip

Home Telephone # (____) _____ Email address _____

Father's Name _____ Father's Cell Phone (____) _____
First, middle, last

Mother's Name _____ Mother's Cell Phone (____) _____
First, middle, last

Father's Work # (____) _____ Mother's Work # _____

People allowed to pick up my child(ren) – please include the phone number they can be reached at:

In the event of an emergency closing my child(ren) should _____ ride the bus home or _____ be picked up at school.

A non-refundable fee of \$25 for the first child and \$35 per family must accompany this registration. Full and part time families are charged whether they use the after school care program for the entire week or not.

By signing below I authorize Father Andrew White School to release a copy of the Emergency Release Form and any patient medical information/medication on my child to the Extended Care Personnel. Also, by signing below, I have read, understood, and accept the Extended Care Program Rates and Policies.

Parent/Guardian Signature: _____ Date _____