

St. Mary's Academy Aftercare Program

Frequently Asked Questions

What are the hours? The program runs from 2:45pm until 6:00pm Monday through Friday.

Is there a registration form? Yes, all children must have a completed registration form on file prior to staying in the aftercare program. Parents are encouraged to review and update information as needed.

Is there aftercare on half days of school? There is NO aftercare on half days of school.

How do I contact the aftercare director should I need to call after 3:00pm? The cell phone number is 518-686-9670.

What happens is SMA closes early due to a snow emergency? Parents will be notified through Schoolmessenger that SMA will be closing early. Aftercare will **only run until 4:30pm** or until all students have been picked up. Families are encouraged to pick up their children as soon as possible. This is not only for our students' safety but also for the safety of our aftercare workers.

What is the fee?

1st child in family attending is \$5.00 per hour.

2nd and 3rd child attending is an additional \$3.00 per hour.

When will I receive a statement of what I owe for the aftercare program? You will receive a statement from Mrs. Smith every few weeks.

When is payment due? Payment is due within a week of when the invoice is received. All payments should be given to Mrs. Smith. Payment can be made in the form of cash, check(made payable to St. Mary's Academy), or credit card. A 2.2% +\$.30 service charge will be added to each credit card payment. ***If families are more than a month behind in paying their aftercare invoice, their children will not be allowed to return to aftercare until the balance is paid.***

Please talk to Mrs. Goyer if this is going to become an issue.

Is there a charge if I pick up my child late? If you are going to be after 6:00pm, there is an additional \$10.00 charge every 15 minutes that you are late.

Do we have to sign out our children? Yes, the parent, guardian, or other authorized person picking up the child(ren) must sign them out. The date and time are also required.

Are toys and games from home allowed? They are allowed, but discouraged as they may get broke or lost. The toys and games brought form home are the responsibility of the child who brings them?

Are electronic devices allowed in aftercare? Electronic devices are allowed at the discretion of the aftercare director.

Can children change into play clothes? There is time to change clothes. All school uniforms should be labeled with the student's name in case they are not secured properly in the child's backpack. **Play clothes should be appropriate for the weather.**

Is a snack provided? A snack and drink is provided each day. If your child has a food allergy the school should be informed immediately.

Is there time for homework? Students do have time to do their homework and are encouraged to do so. The children are also given ample time to play as they have just spent over 7 hours in a learning environment.

St. Mary's Academy Aftercare Program

The aftercare program operates from dismissal until 6:00pm each day school is in session.
There is no aftercare on half days of school.

Name of student(s): _____

Mother's name: _____

Father's name: _____

Cell phone: _____

Cell phone: _____

Work phone: _____

Work phone: _____

Address: _____

Home phone: _____

If we cannot be reached for any reason, the person who should be notified and their telephone number is:

Name: _____

Phone number: _____

Relationship to student: _____

We agree to pay \$5.00 per hour. Each additional child is \$3.00 per hour. Payment will be made to the nearest quarter hour. A completed registration is required before any child may attend aftercare.

On the following days my child(ren) will need aftercare:

_____ All week _____ Monday _____ Tuesday _____ Wednesday

_____ Thursday _____ Friday _____ As required

Family Physician: _____

Phone number: _____

Family Dentist: _____

Phone number: _____

Preferred Hospital: _____

Phone number: _____

My child(ren) _____ has my permission to participate in all of the activities that take place in the St. Mary's Academy aftercare program for the 2017-2018 school year. I understand that I am required to pay the amount I contracted above for each week. I understand that there will be responsible staff for the program. In the case of emergency, the staff has the authority to take my child to the nearest doctor and/or hospital for treatment. Parents, guardians, or emergency persons will be contacted for treatment can be authorized as soon as possible. In the case of serious injury, the rescue squad will make the decision.

Signature of parent/guardian: _____

I give my permission for the following people to pick up my child(ren) from the St. Mary's Academy aftercare program. Please note; only people on this list will be allowed to pick up your child. Additions to the list may be made with a written note.

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Sign out: Children must be signed out each day. Signing out is a legal verification that the child has been dismissed from the aftercare program and is the responsibility of the person who has signed for that child.

As required: As required refers to a student who attends the aftercare program on a random basis. For example, if you need aftercare in the event of an emergency. If you know that you need aftercare every Monday for an example, that is **not** a required situation.

We recognize that children like to bring toys to the aftercare program. Please understand that SMA is not responsible for any personal property brought to the program.

Each child will be made aware of the aftercare rules during the first week. Repeated offenses of the rules may result in your child being suspended from the program.

I/We agree to the above conditions regarding fees, emergency care, discipline and personal property.

Parent Signature: _____

Date: _____