



Saint Saviour Catholic Academy

After School Program 2015-2016 Policies and Registration Form

Please carefully read the following SSCA After School information and policies before filling out, printing, and signing the attached Registration Form and returning it to the main office with your payment. Email Katie Mullins, our After School Director, at kmullins@sscaparkslope.org with any questions.

Saint Saviour Catholic Academy offers an After School Program open to all grade levels. Our program begins on **Monday, September 14th**, and ends on **Tuesday, June 21st**.

Location: Saint Saviour Catholic Academy

Time: 2:30 – 6:00 PM Nursery – Pre-K
3:00 – 6:00 PM Kindergarten – 8th Grade

After School Daily Schedule

At dismissal time, children are picked up from their classrooms by an After School teacher and taken to the classroom designated for their age group. Snack is served immediately, followed by time for homework, playtime, and creative projects. If a child is registered for an Enrichment class their Enrichment teacher will pick them up at 3:30 PM.

Outdoor time

Weather permitting, children will go to the Parish courtyard, on walks around the neighborhood, or to Prospect Park. You can be notified via text/email on when the children go outside by signing up at this link: <https://www.remind.com/join/sscaas>.

Please Note:

- There is no After School on half days (11:30 AM/12:00 PM dismissal):
 - Tuesday, November 3rd, 2015 – Grandparent/Special Person Day
 - Wednesday, November 25th, 2015 – Thanksgiving recess begins at noon
 - Monday, December 7th, 2015 – Parent/Teacher conferences
 - Friday, February 12th, 2016 – Winter recess begins at noon
 - Friday, March 18th, 2016 – Parent/Teacher conferences
- To accommodate the difference in dismissal times, parents/guardians with Nursery or Pre-K children as well as older children enrolled at our Academy will be given a 30-minute grace period (2:30 – 3:00 PM) to pick up their Nursery or Pre-K child. After 3:00 PM, regular After School rates will be incurred.
- Children must be picked up by 6:00 PM. **Please be on time! Parents will be billed \$20 per every quarter hour (15 minutes) after 6:00 pm.**

Enrichment Classes

We offer a wide array of Enrichment Classes in our After School Program at an additional cost. Classes will start this year on Monday, September 21st. Past classes have included: Art in the Studio, Chess, Silly Science, Origami, Italian, World Drumming, and many more! If you would like to register your child for an Enrichment Class, please fill out the separate Enrichment Class Registration Form by Wednesday, September 18th, 2015 and return it to the front office. Prorated discounts on Enrichment Classes are applied for those children whose families have pre-paid for After School either yearly or quarterly.

Please note, enrollment is limited and is based on a first come first served basis.

Registration

If you would like to register your child for the After School Program, please fill out the attached two-page Registration Form. Your registration is complete when you have submitted the forms along with your annual/quarterly prepayment (see chart below for details) or monthly registration deposit (\$250 individual/\$300 family) to the front office. Checks/money orders should be made payable to Saint Saviour Catholic Academy.

Please note, enrollment is limited and is based on a first come first served basis.

PAYMENT OPTIONS

Pre-Payment

Families who pre-pay their After School fees receive a discount. See chart below for a more detailed prepayment breakdown.

- Yearly: If you pre-pay yearly you will receive a 20% discount
- Quarterly: If you pre-pay quarterly you will receive a 10% discount
 - Quarterly payments are due on: 9/15/15, 12/15/15, 03/15/16, 05/15/16
- For those who will be using our program for less than five days a week, we will prorate accordingly
- Prorated discounts on Enrichment Classes are applied for those children whose families have pre-paid for After School

Dismissal Time	Single Child (Regular)	Single Child (Quarterly 10% Discount)	Single Child (Yearly 20% Discount)	Family (Regular)	Family (Quarterly 10% Discount)	Family (Yearly 20% Discount)
4:00 PM	\$1,700	\$1,530	\$1,360	\$2,550	\$2,295	\$2,040
5:00 PM	\$3,400	\$3,060	\$2,720	\$5,100	\$4,590	\$4,080
6:00 PM	\$5,100	\$4,590	\$4,080	\$7,650	\$6,885	\$6,120

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Monthly Payments

- After School fees are charged by the half hour: \$5 – Individual / \$7.50 – Family
- Please Note: After School pick-up times are also on the half hour. You will be charged for a full half hour if your child stays for part of that half hour, e.g. if you arrive at 3:40 PM you will be charged until 4:00 PM.
- **If you choose to pay on a monthly basis, the following deposit is required upon registration. This deposit will be applied towards your June bill.**
 - \$250 – Individual Deposit
 - \$300 – Family Deposit
- Monthly enrollment account invoices are due upon receipt and will be sent via email after the end of each month, since billing for monthly accounts is based on attendance. **Your bill must be paid within two weeks after receiving the monthly invoice to avoid a late payment charge. Please pay promptly. Failure to pay on time will result in a \$25 late payment fee.**
- In order to participate in the SSCA After School Program, you must be current with your payments. **Accounts that fall behind by more than one month may result in your child's dismissal from After School.**

AFTER SCHOOL POLICIES

Payment Policies

In order to participate in the SSCA After School Program, you must be current with your payments. Accounts that fall behind by more than one month may result in your child's dismissal from After School.

Monthly Invoices and Payments

Monthly enrollment account invoices are due upon receipt and will be sent via email after the end of each month, since billing for monthly accounts is based on attendance. Your bill must be paid within two weeks after receiving the monthly invoice to avoid a late payment charge. Please pay promptly. Failure to pay on time will result in a **\$25 late payment fee.**

Upon registration the following payments are due:

* If you wish to receive the Annual payment discount of 20% your annual amount is due upon registration.

* If you wish to receive the Quarterly payment discount of 10% your first quarterly payment is due upon registration, (or on 9/15/15) and on the following three dates: 12/15/15, 03/15/16, 05/15/16.

* If you wish to pay on a monthly basis, your Deposit/ Prepayment of June fees (\$250 for single child/ \$300 for family) is due upon registration.

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Late Pickup Policy

Children must be picked up by 6:00 PM. Please be on time! Parents will be billed \$20 per every quarter hour (15 minutes) after 6:00 pm. To avoid late fees, parents should make prior arrangements to have an authorized friend or backup person pick their child up if they know they might be late. Chronic or excessive late pick-up is inconsiderate to the After School Program staff and may result in your child's dismissal from the program.

Sign-Out Policy

The person authorized to pick up your child from After School must sign them out by printing their name, signing and writing the exact pickup time on the sign out sheet. This must be done in the presence of the teacher dismissing them. If you pick up your child after the above mentioned half hour dismissal times, you will be charged for the full half hour. If anyone other than the parent/guardian is picking up a child they must be listed on the Authorized Persons for Pickup List. If they are not on the list you will need to send a note/email in writing notifying the school of who will be picking them up that day. They will need to show photo ID upon request. If the person picking up the child neglects to sign him/her out, you will be charged until 6pm.

Behavior Policies

SSCA strives to create a warm, welcoming environment in which all students can thrive. We ask that all members of our school community take care of each other, the space, and themselves during After School. The SSCA After School Program staff is responsible for providing a positive experience for children and aligns itself with the teaching methods of Responsive Classroom®. We believe students can learn from their behavior and therefore, we want to emphasize logical consequences and making amends for the behavior. If a child's behavior adversely affects the experiences of other children, logical consequences will be implemented.

Behavior Infraction

- Behavior infractions are when a student's behavior is persistent and infringes on the teaching, learning or well-being of the group.
- Possible consequences of a Behavior infraction:
 - Solve the problem that you created (i.e. "you break it, you fix it")
 - Write an apology letter
 - Loss of privileges
 - Separation from the group (i.e. a "time out" and/or joining a buddy classroom)
 - Inappropriate items may be confiscated
 - Meet with an administrator
 - SSCA will contact your family
 - Be suspended or dismissed completely from After School
- If there are more than three infractions (other than non-negotiables) the parent or guardian will be notified.

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Non-Negotiables

- Although Saint Saviour Catholic Academy faculty will do their best to make consequences logical, there are certain behaviors that are non-negotiable. These behaviors include, but are not limited to, physical violence or any action that puts the student or others at risk. These behaviors will result in immediate removal from the After School setting and parents may be notified to come pick up their children.

Personal Electronic Devices (PEDs) Policy

PEDs may include any portable Internet devices *except for cell phones*. PEDs include iPods, iPads, laptop computers, tablets, notebooks, netbooks, recording devices, etc. **The use of PEDs is permitted on school premises under limited conditions as authorized by the Principal and supervised by Classroom Teachers.** The sole purpose for using this technology is to enhance academic achievement while respecting the dignity and safety of all members of St. Saviour Catholic Academy.

Cell Phones

- In After School, students' cell phones must be kept turned off and in their backpacks or lockers during the school day. If not, they will be collected each day by the After School teacher, stored securely in the classroom and returned to students at dismissal.
- **Please do not contact your child by cell phone during After School hours.** In an emergency, or in the case that you need to notify them of when they will be picked up, messages should be left with the school's office.

Policy Regarding Adults in the School Building

All adults on the Saint Saviour Catholic Academy campus need to be VIRTUS trained in order to be with children in the building without another teacher present. As a reminder, our bathrooms are for children only. If an adult needs to use the bathroom or accompany their child to the bathroom, they may use the bathroom in the front office.

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Please note that if you have an outstanding balance with SSCA, your child's registration will be held and will be incomplete until your balance is paid.

Student Information

Student Name(s): _____

Grade(s) and Classroom(s): _____

Allergies/Medical needs or other special information:

Parent/Guardian Information

1st Parent/Guardian's Name: _____

Email: _____ Cell #: _____

Home #: _____ Work #: _____

2nd Parent/Guardian's Name: _____

Email: _____ Cell #: _____

Home #: _____ Work #: _____

Emergency Contacts (someone other than the parent/ guardian):

If a parent or guardian cannot be reached, the following individual(s) will be contacted in the event of an emergency. In addition, they are considered authorized persons for pickup.

Name: _____ Relationship to the child(ren): _____

Email: _____ Cell #: _____

Home #: _____ Work #: _____

Name: _____ Relationship to the child(ren): _____

Email: _____ Cell #: _____

Home #: _____ Work #: _____

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Additional Authorized Persons for Pickup

In addition to the parents, guardians, or emergency contacts listed above, the following individuals are authorized to pick up my child(ren) at the end of the day. Include any other authorized parent/guardian, as well as caregivers, friends or relatives who might pick up your child. They will need to show photo ID upon request.

Name: _____ Relationship to the child(ren): _____

Email: _____ Cell #: _____

Home #: _____ Work #: _____

Name: _____ Relationship to the child(ren): _____

Email: _____ Cell #: _____

Home #: _____ Work #: _____

After School Schedule

Please check the days and times your child(ren) will be attending After School.

M	<input type="checkbox"/>	Until: 3:30pm	<input type="checkbox"/>	4pm	<input type="checkbox"/>	4:30pm	<input type="checkbox"/>	5pm	<input type="checkbox"/>	5:30pm	<input type="checkbox"/>	6pm	<input type="checkbox"/>
T	<input type="checkbox"/>	Until: 3:30pm	<input type="checkbox"/>	4pm	<input type="checkbox"/>	4:30pm	<input type="checkbox"/>	5pm	<input type="checkbox"/>	5:30pm	<input type="checkbox"/>	6pm	<input type="checkbox"/>
W	<input type="checkbox"/>	Until: 3:30pm	<input type="checkbox"/>	4pm	<input type="checkbox"/>	4:30pm	<input type="checkbox"/>	5pm	<input type="checkbox"/>	5:30pm	<input type="checkbox"/>	6pm	<input type="checkbox"/>
TH	<input type="checkbox"/>	Until: 3:30pm	<input type="checkbox"/>	4pm	<input type="checkbox"/>	4:30pm	<input type="checkbox"/>	5pm	<input type="checkbox"/>	5:30pm	<input type="checkbox"/>	6pm	<input type="checkbox"/>
F	<input type="checkbox"/>	Until: 3:30pm	<input type="checkbox"/>	4pm	<input type="checkbox"/>	4:30pm	<input type="checkbox"/>	5pm	<input type="checkbox"/>	5:30pm	<input type="checkbox"/>	6pm	<input type="checkbox"/>

Payment Options

Please check your payment choice:

Yearly Payment (20% discount. Full payment due upon registration. Use chart above to calculate fee.)

Quarterly Payment
(10% discount. First Quarterly payment due upon registration and on 12/15/15, 03/15/16, 05/15/16. Use chart above to calculate fee.)

Monthly Payment
(\$5 per half hour for single child/ \$7.50 . \$250(single child)/ \$300 (family) Deposit required.
Your bill must be paid within two weeks after receiving the monthly invoice to avoid a late payment charge. Please pay promptly. Failure to pay on time will result in a **\$25 late payment fee.**)

I have read and understand the After School information and policies in their entirety. I agree to follow all the policies as they are outlined above, and understand that my non-compliance may result in my child being dismissed from the SSCA After School program.

Parent/Guardian Signature: _____ Date: _____

Payment Amount Enclosed: \$ _____

*In order to complete registration, you must include your annual/quarterly prepayment amount, or \$250/\$300 deposit with this form and return it to the front office.

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