

MARY HELP OF CHRISTIANS AFTER SCHOOL CARE PROGRAM 2018-2019
TERMS AND AGREEMENT

Dear Parents,

The After School Care Program will begin the opening day of school and will be open each day school is in session under the direction of teachers and staff. The program will consist of snack time, a homework session, indoor and outdoor play. Please send students with a separate peanut/nut free snack and drink.

FEES

The After School Care Program is open from 2:55 PM (K-4) and 3:15 PM (5-8) to 6:00 PM each school day. If your child is not picked up at dismissal he/she will be brought to After School Care and will be signed in for the day. If your K-4 child is picked up within 15 minutes of his/her after care start time, there will be charge of \$5.00 per day, per child. If your 5-8 child is picked up within 15 minutes of his/her after care start time, there will be a charge of \$5.00 per child, per day. The FULL FEE for After School Care will be charged after these times.

Daily Rates:

\$5.00 per day, per child if picked up as stated above

\$12.00 per day - 1 child

\$19.00 per day - 2 children

\$24.00 per day - 3 children +

Early Release: Early Release is at 12:40 PM for K-4 and 1:00 PM for 5-8. If your child is not picked up at dismissal they will be brought to After School Care and will be signed in for the day and the Full Fee will be charged to you.

PAYMENTS

After School Care payments are due on a Daily or Weekly basis. If payments are not received, notices will go home weekly. You must keep your balance current and up to date. If your account is more than 2 weeks in arrears, you may be asked to make other arrangements for after school care. Please note that on early release days, there will be an additional \$10.00 charge added to the daily rate for these days only.

Daily - Send payment to the office or you may pay at the time of pick-up.

Weekly - You may pay on Friday at the time of pick-up or send payment in on Monday of the following week.

Monthly in Advance - You will receive a 10% discount. You will only be charged for the days your child attends After Care. Your account will carry a credit balance.

Please place your payments in an envelope marked "After School Care" with your child's name for easy identification. You may send it in with your child to be turned into the teacher. If your child needs to attend After School Care due to unforeseen circumstances, please call the School Office. They will notify the teacher and child. If arrangements for special

circumstances need to be made, please contact Ms. Lisa Ramos, Aftercare Coordinator, 954-323-8006 or e-mail lisa.ramos@mhocschool.org.

PICK-UP

Persons picking up a child from After School Care are required to buzz the main gate for entry and provide the first and last name of the child they are picking up from after care. The person must sign out the child with the After Care staff member. Students must have on file in the school office his/her emergency card, which should be completed by parents by the first day of school. Children will not be released if the person coming for them is not listed on the emergency card. If, on occasion, you need to send someone not listed on the emergency card, you are required to send a written note or email to the school office, or email Ms. Lisa Ramos, Aftercare Coordinator at lisa.ramos@mhocschool.org.

LATE PICK-UP

There is a Late Fee charged after 6:00 PM. The rate is \$1.00 per minute. If you are late, the staff member on duty will note the time of pick-up and the fee that you must pay in addition to the daily fee. The late fee is due with your payment. **As a courtesy, please call the Aftercare number at 954-323-8009 if you will be late.**

EMERGENCY MEDICAL INFORMATION

We want your child to be safe, secure, and happy at our school as well as in After School Care. The information we request from you is extremely important in helping us to achieve the best care we can provide for your child.

Please take the time to share any and all helpful information relating to your child. Should you fail to provide pertinent information regarding your child's needs, Mary Help of Christians Catholic School and employees will not be held liable. We truly appreciate your support and disclosure of such information.

CELL PHONES

Cell phones must be kept in the student's book bag at all times. If a student does not comply, the phone will be taken by the staff member and released to a parent at the time of pick-up. Students who need to contact their parent must ask permission from the after care staff member.

Please complete, sign and return the attached information sheet and agreement to the school office.

MARY HELP OF CHRISTIANS CATHOLIC SCHOOL AFTER SCHOOL CARE 2018-2019

Child's Name _____ Grade _____
Child's Name _____ Grade _____
Child's Name _____ Grade _____

Parent's Name(s) _____
Phone # _____
Phone # _____
Primary Email _____

Person allowed to pickup name _____
Phone # _____

Person allowed to pickup name _____
Phone # _____

Person allowed to pickup name _____
Phone # _____

Family Security Code _____
Family Dismissal # _____

Family Important Notes _____

(ACKNOWLEDGEMENT OF TERMS AND AGREEMENT)

IMPORTANT AFTER SCHOOL CARE PROGRAM INFORMATION NOTICE

I HAVE READ AND HAVE A COPY OF THE AFTER SCHOOL CARE PROGRAM
INFORMATION AND AGREE TO ADHERE TO THE TERMS.

Parent Signature _____ Date _____