

After Care Program Agreement

2016-2017

Welcome to the 2016-2017 school year St. Casimir families! I hope that everyone had a great summer! As we get ready to bring in the new school year, there are a few changes to our After Care program that must be addressed. It is very important that both incoming and returning families understand how our After Care program works in order to ensure a smooth and wonderful school year.

- The After Care room is located in the Cafeteria A (Enter at Door "D" on Johnson Ave).
- There is **No Registration Fee** for the After Care program; however, there is a monthly charge that will be on your Smart Tuition statement if your child uses the program. Please refer to the attached billing cycle schedule.
- This service is available to ALL families. If you are ever late in picking up your child he/she will be brought to After Care by his/her teacher.
- The After Care program charges \$3 an hour per student. After Care payments must be made in the school Main Office, or directly to Smart Tuition.
- Charges begin exactly at 3:10 pm and continue on the hour at 4 pm & 5 pm, until closing time at 6 pm. You will be charged \$1.00 for every additional minute after 6 pm.

SCHOOL DISMISSAL TIMES

Pre-school & Kindergarten dismissal is at 2:40 pm from their assigned doors.

Grades 1 through 4 dismiss at 2:50 pm from Door C facing the playground.

Grades 5 through 8 dismiss at 3:00 pm from Door A on Cameron Avenue.

- The student(s) will be walked down to After Care at approximately 5-10 minutes after dismissal of school or 5-10 minutes after the dismissal of any after-hours tutoring or extracurricular activity.
- For the safety and security of our students and staff no parent/guardian will be buzzed in at After Care to pick up a student until the entire school has dismissed at 3 pm.
- Once your child is signed in, you will be charged for the entire hour at 3:10 pm, no exceptions.
- Parents/Guardians must be buzzed in at Door D on Johnson Ave in order to pick up your child/children. No child can leave unless he/she is signed out by only those who are listed on the Emergency Form. If a person comes to pick your child/children up and they are not listed, we will not release them. Make sure you list **all** names on the Emergency Form.
- All children in the After Care program are to adhere to all of the rules and regulations as stated in our Handbook. Failure to comply may exclude them from attending the program.

Thank you for your cooperation! I'm sure that we will have a great year! We need to work together as a team and reinforce to our children to take this opportunity to finish their homework and read.

God bless,

Mrs. Angelica Puentes

After Care phone number: 219-932-2676 extension 7004

AFTER CARE BILLING SCHEDULE

2016-2017

8/25/16 to 9/16/16 - Charges will be on October 2016 Smart Tuition statement.

9/19/16 to 10/14/16 – Charges will be on November 2016 Smart Tuition statement.

10/17/16 to 11/18/16 – Charges will be on December 2016 Smart Tuition statement.

11/21/16 to 12/16/16 – Charges will be on January 2017 Smart Tuition statement.

1/4/17 to 1/17/17 – Charges will be on the February 2017 Smart Tuition statement.

1/18/17 to 2/17/17 – Charges will be on the March 2017 Smart Tuition statement.

2/21/17 to 3/17/17 – Charges will be on the April 2017 Smart Tuition statement.

3/20/17 to 4/13/17 – Charges will be on the May 2017 Smart Tuition statement.

4/18/17 to 5/12/17 – Charges will be on the June 2017 Smart Tuition statement.

5/15/17 through the last day of school will be on the July 2017 Smart Tuition statement.

***No paper copies of bills will be sent home with students. All charges will be posted to your Smart Tuition account.**

After Care Program Agreement

I have read the information and fully understand the After Care Program Agreement:

Parent/Guardian Name (Print) _____

Parent/Guardian (Signature) _____

Student(s) _____ **Homeroom** _____

Student(s) _____ **Homeroom** _____

Student(s) _____ **Homeroom** _____

Student(s) _____ **Homeroom** _____

Date: _____