



St. Lawrence School

1000 N. Greece Rd.

Rochester, NY 14626

Telephone: (585) 225-3870 Fax: (585) 225-1336

After School Care Handbook

2016-2017



After School Care Hours:
2:30 PM – 5:30 PM

Note: Please check your school calendar for scheduled days off and half days, and plan for alternative childcare on those days. Also, please inform your teacher and the after school care director in writing of any changes in your child's dismissal.

Fees:

- **Regular Attendees**

An invoice will be issued every month and payment is due (in advance) on the 1st of each month. Checks are made payable to St. Lawrence School. A monthly payment envelope will be provided for your use to send payments and bills back and forth to the school office. If a payment is two weeks in arrears and you have not made prior arrangements with staff, your child may lose his/her slot in After School Care. Questions and concerns regarding payment can be directed to the program coordinator. Please give a minimum of 24 hours' notice in writing if your child will no longer need After School Care or if the days attending will be altered.

- **After School Club Attendees**

If you wish to place your child in After School Care after a club, and the child is not a regular attendee, payment must be made in advance with the club fee. Follow the instructions on the club form. The same hourly cost and registration fee applies. Children attending an after school club will not be charged for After School Care during the hours that the club is in session.

- **Occasional Attendees**

Any families requiring After School Care on an as needed basis can register at any time throughout the year. Please register as soon as you are aware of the dates, with a minimum of 24 hours' notice. The \$25.00 registration fee does apply.

- **Emergency Attendees**

Any families with circumstances that cause a student to be placed in after care without 24 hours' notice, is charged a minimum of \$10.00 per child. After 3:30 PM, an additional \$10.00 per hour will be charged. This includes any child not picked up from cars **by 2:30 PM**. After three emergency situations, registration is required and the \$25 registration fee will apply.

- **Late Pick Up Fees**

To discourage tardiness, there is a \$30.00 late pick up fee charged **every 15 minutes** for any child who is not picked up by 5:30 PM.

Registration:

The parent/guardian must complete the registration form and submit it with the \$25.00 non-refundable registration fee to the school office by the due date on the registration form.

Eligibility:

Children in grades K – 6 may be registered for enrollment in the program at any time.

Acceptance:

Acceptance is determined on availability of space. When openings occur, any family on a wait list will be contacted for enrollment on a first-come basis according to the date the registration is received. There is a 25 child max per day for regular attendees.

Enrollment:

- Parents/guardians will be provided with a registration form. All forms must be completed and returned to the school office BEFORE the child's first day of attendance.
- Parents/guardians of regular attendees will pay a non-refundable registration fee of \$25.00 and the first month payment before the child's first day of attendance.

Program Activities:

Snack and milk/drink are provided. There are a variety of activities offered such as outside play, gym and playground time, indoor playtime and homework time if needed. There are board games, arts and craft supplies, building toys, and other hands-on activities in After School Care. Personal electronic devices are not allowed in After School Care.

Pick Up:

The parent/guardian will be buzzed in the building once a staff member has identified who it is. The parent/guardian will sign the child out noting the time on the atomic clock in the after school care room. Children stay in the room until signed out. ONLY those persons on the registration form will be allowed to pick up and sign out your child. Your child will not be released to anyone other than those you have designated in writing.