

# **Catholic Academy of Niagara Falls After School Program**

## **Before School Program**

Open from 7am until 8am each school day, the Before School Program provides care and supervision for Pre-K to Gr. 6 students who need to arrive at school earlier than 7:50am.

This program will begin this year on the first full day of school.

Children may bring their breakfast to eat at school if they wish to do so.

The cost of the Before School Program is \$4.00 per day.

With the children's safety in mind, it is MOST important that the parent fill out the registration and contact information sheet attached.

## **After School Program**

Open from 2:20 p.m. until 5:30 p.m. each school day, the After School Program provides professional care, supervision, and recreation and enrichment activities. It serves working families who desire both parochial school education and supplementary day care in a Christian environment for children enrolled at Catholic Academy in Grades Pre-K through 6.

This program will begin this year on the **first full day of school**. Cost is \$4.00 per hour. ***This hour will count as your first hour if you are also using after school care.***

This professionally operated program allows children to experience a rich diversity of growth activities within a Catholic environment, activities planned to complement the philosophy and value systems of the school and family. Games and recreation and snack time are just a few of the growth activities planned.

The After School Program is staffed by experienced professionals to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding for others is realized.

Fees are the major support of the Catholic Academy After-School Program. It is also subsidized by the school.

### ***AFTERSCHOOL FEES AND "PICK-UPS"***

Additional areas of parental responsibility are in the matters of prompt fee payment, and prompt pick-up in the late afternoon.

Children, who stay on a regular basis, should have fees paid on the **first school day of each month or week**. Those who stay for an occasional or emergency day should pay that day.

|                      |                                   |   |
|----------------------|-----------------------------------|---|
| Fees are as follows: | \$4.00 for the first hour or less | Monthly Fee \$120.00 per month<br>(No discount will be given for months that include Christmas or Spring break or the month of June). |
|                      | \$3.00 for each additional hour   |   |

If you choose the Monthly Fee in September, you must continue paying monthly through June.

If a parent or guardian fails to meet the After School Program fee payment, and does not make arrangements with the Director, the child will not be allowed to continue in the program.

A \$30.00 charge will be assessed for all returned checks.

The Director is employed **only until 5:30 p.m.** It is only common courtesy to respect the time of closure.

A substantial fee will be assessed for late pick-up if the Director ascertains that a late pick-up, or a history of late pick-ups, occurs without justifiable cause.

**ILLNESS OR ACCIDENT**

- In cases which appear serious, the Program Director will make an effort to carry out the instructions as given on the Emergency Card.
- Parents who do not wish their child treated in any way should indicate such on the application, and should give directions to be followed in the space, "Special Instructions".
- If the home does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the Director will act according to her best judgment for the welfare of the child.

**TOYS FROM HOME**

It is requested that children not bring toys from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the "sharing" atmosphere encouraged in our large family atmosphere. If a personal toy becomes a problem source, it will be confiscated until the child leaves for home.

**EXPECTATIONS FOR CHILDREN'S BEHAVIOR**

As members of a Christian and caring community, the children will be expected to respect the Director, each other, and the materials and environment provided. They must never leave the building or grounds without explicit permission of the Director. Such permission will only be granted by order of the parent or guardian.

Please complete the application below if you are interested in registering your child(ren) for the After School Program. The first week's payment will be due on the first day of use.

**SNACKS**

The program does not provide snacks. Children in grades Pre-K through 6 must bring their own snacks to the afterschool program. PK3 and PK4 will have a designated spot outside their classroom. Please make sure their snack is labeled with the child's name. Snack time is usually around 4pm. Snacks must not need refrigeration or heating up.

There are a few students with severe allergies to peanuts/nuts/dairy. It is important that there is a strict avoidance of these foods in order to prevent a life-threatening allergic reaction. Some acceptable snacks are: cheerios, fruit loops, teddy grahams, cinnamon toast crunch cereal, marshmallow treats, fruit snacks, crackers, chips and fruit. We are asking your help to provide the students with a safe school environment.

To reduce the chance of exposure to peanuts/nuts/dairy, we are asking that you do not send any peanut or nut containing products, dairy, or cheese products to school with your child that will be eaten for snack.

**EMERGENCIES/SAFETY**

One of the most important regulations concerns is the child leaving the premises of the After School Program. Parents or guardians should not take children from the school without notifying the director. Parents/Guardians should not send persons who have not been identified to the director to ask for the release of children. For the child's safety, the release will not be granted.

Another area of concern, and also related to the child's welfare, is the matter of telephone messages. Parents/Guardians may wish to telephone the After School Program asking that their child be directed to go to various places after school. As there is always a possibility that a person other than a parent or guardian might telephone, such requests will not be granted.

**APPLICATION**

Please complete the attached application below if you are interested in registering your child(ren) for the After School Program. The first week' payment will be due on the first day of use.

**CONTACT INFORMATION**

If you need to contact the After-School Care program between 2:20 – 5:30 please call: 471-2097. Please do not call the school office after 2:30.

\*\*\*Price and information subject to change

# Before & After-School Program

Registration & Contact Information 2017 - 2018

Student's Name(s) \_\_\_\_\_ Grade \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_

Contact Information: There are times while in the after-school program that we may need to get a hold of some (child doesn't feel well, needs a change of clothes). We are required to have contact information available. Please provide the names and contact information, in priority order, in the spaces below. Also, list phone numbers in the order we should call them indicating home, work, or cell. Include any information that will help us know the best time to contact each person such as work days and hours.

## Mom's Information:

Name \_\_\_\_\_  
Phone \_\_\_\_\_ home work cell  
Phone \_\_\_\_\_ home work cell  
Other helpful information/work hours or days \_\_\_\_\_

## Dad's Information:

Name \_\_\_\_\_  
Phone \_\_\_\_\_ home work cell  
Phone \_\_\_\_\_ home work cell  
Other helpful information/work hours or days \_\_\_\_\_

## Additional Person:

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ home work cell  
Phone \_\_\_\_\_ home work cell  
Other helpful information/work hours or days \_\_\_\_\_

## Additional Person:

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ home work cell  
Phone \_\_\_\_\_ home work cell  
Other helpful information/work hours or days \_\_\_\_\_

Any allergies/health concerns: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_