



St. Rita School

*Where Faith and Knowledge Meet*

**BEFORE /AFTER SCHOOL CARE PROGRAM  
2022 - 2023 POLICIES AND PROCEDURES**

## St. Rita School Before / After School Care Program 2022 – 2023 Policies and Procedures

St. Rita School offers a before and after school care program for children enrolled in Pre-Kindergarten through Grade 5. The program operates on days when St. Rita School is in session, **excluding** days when there is early dismissal (after school care program).

**Before School Care Hours:** 7:00 AM – 7:50 AM (K-5), 7:00 AM – 8:30 AM (PreK)

**After School Care Hours:** 2:30 PM - 6:00 PM

**REGISTRATION FEE: \$45.00**

### **BEFORE SCHOOL FEE SCHEDULE**

<b>Drop Off Time</b>	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>
<b>K-5</b> 7:00 - 7:50	\$ 8.50	\$ 13.00	\$ 17.25
<b>PreK</b> 7:00 -8:30	\$ 13.50	\$ 20.25	\$ 27.00
<b>PreK</b> 7:50 -8:30	\$ 6.10	\$ 9.35	\$ 12.20

### **AFTER SCHOOL FEE SCHEDULE**

<b># hours</b>	<b>Pick Up Time</b>	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>
1	2:30 - 3:30	\$ 9.00	\$ 13.50	\$ 18.00
2	3:30 - 4:30	\$ 18.00	\$ 27.00	\$ 36.00
3	4:30 - 5:30	\$ 27.00	\$ 40.50	\$ 54.00
3.5	5:30 - 6:00	\$ 31.50	\$ 47.25	\$ 63.00

To register your child/children please complete the attached registration form and **return it with the \$45 registration fee to the School Office by Friday, June 17, 2022.** Please make checks payable to "St. Rita School".



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Registration forms will be accepted in the order that they are received. Due to a fixed amount of space, a cut-off may be imposed. You will be notified in the event that your registration is not accepted. Fees will be refunded on all registrations that are not accepted.

**BEFORE SCHOOL CARE PROGRAM OUTLINE:**

- Attendance
- Breakfast (Optional -children responsible for bringing their own breakfast)
- Quiet play (games, puzzles, videos, TV)

**AFTER SCHOOL CARE PROGRAM OUTLINE:**

- Attendance
- Change into play clothes (optional)
- Snack time (children responsible for bringing their own snack)
- Outdoor play (weather permitting) or indoor activities
- Homework or quiet play (games, puzzles, videos, TV)

**PROGRAM DESCRIPTION**

Children will be playing on the playground and/or in the gym (After School Care Program ONLY). Therefore, children should bring play clothes and have appropriate clothing to go outside. Children are expected to go outside with the group unless otherwise notified by a parent/guardian.

The 2022-2023 program will begin on the first day of school. Before school program runs from 7:00am-8:00am (K-5) and 7:00am – 8:30am (PreK) on all school days. After school program runs from 2:30pm – 6:00pm on all school days **EXCEPT early dismissal days**. Please check the school calendar for scheduled days off and early dismissal days, parents/guardians are responsible for making alternative plans for childcare on those days.

Please contact Program Director with any changes in your child's/children's before or after school schedule – **all changes** to your Aftercare schedule requires approval by Program Director **before** updating your coming and goings with school office.

**BILLING**

You are obligated to pay for the days you signed up for (including any **additional days added** during the year). **If children are not present on a day that they are signed up for, a one-hour charge will apply.**

***St. Rita School is transitioning to FACTS SIS for the 2022-2023. St. Rita School will be utilizing the Extended Care module in FACTS and fees will be charged and paid through FACTS. More details will be shared as it becomes available.***

A late fee will be assessed if payments are received after the due date. Accounts must be kept current for your child to remain in the program. Payments are to be made through FACTS.

Please note: Due to staffing schedules, we may be unable to accept families who do not commit to a regular schedule. Please contact Program Director to discuss if you have any questions/concerns.



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**EMERGENCY CLOSINGS**

The Before/After School Care Program is not held on days that St. Rita School is closed for snow days or emergencies. If it becomes necessary to close school due to inclement weather or emergencies, such notice will be given over the local radio stations.

**DEPARTURE / PICK-UP**

ONLY those persons noted on the Registration Form will be allowed to pick-up your child/children. Parents/guardians must sign the log sheet and note time of pick-up to ensure the safety of the child/children and the accuracy of billing.

**LATE PICKUP FEES**

For any child picked up after **6:00 PM**, the parent/guardian will be charged a late fee of **\$1.00 per minute**. This policy is meant to discourage tardiness. We will not allow a child to go unsupervised until pick-up, even with your permission. This policy will be strictly enforced. Repetitive tardiness may result in termination from the Program.

**CONTACT INFORMATION**

If you have any questions or concerns about the Before or After School Care Program, please contact Program Directors:

**Before School Care:** St. Rita School Office, (585) 671-3132

**After School Care:** Meghan Rahn, Program Director at (585) 671-3132 ext. 201