



St. Rita School

*Where Faith and Knowledge Meet*

**BEFORE /AFTER SCHOOL CARE PROGRAM  
2023 - 2024 POLICIES AND PROCEDURES**

## St. Rita School Before / After School Care Program 2023 – 2024 Policies and Procedures

St. Rita School offers a before and after school care program for children enrolled in Pre-Kindergarten and after school care for children enrolled in Kindergarten through Grade 5. The program operates on days when St. Rita School is in session. There is no after school care program on early dismissal days.

**Before School Care Hours (PreK ONLY): 7:50 AM – 8:30 AM**

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

**REGISTRATION FEE: \$45.00**

### **BEFORE SCHOOL FEE SCHEDULE - TBD**

*St. Rita School will be utilizing the Extended Care module in FACTS SIS for the 2023-2024 school year. Fees will be charged and paid through FACTS. More details will be shared as it becomes available.*

### **AFTER SCHOOL FEE SCHEDULE - TBD**

*St. Rita School will be utilizing the Extended Care module in FACTS SIS for the 2023-2024 school year. Fees will be charged and paid through FACTS. More details will be shared as it becomes available.*

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 16, 2023.** Please make checks payable to “St. Rita School”.

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 (daily maximum capacity is 30 students). 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 (PreK ONLY) OUTLINE:**

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



## 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)

## 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 seasonal appropriate clothing to go outside. Children are expected to go outside with the group.

The 2023-2024 program will begin on the first day of school. Before school program runs from 7:50am – 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 Form" with the 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 will be utilizing the Extended Care module in FACTS SIS for the 2023-2024 school year. 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.

## 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 through the schools Emergency Messaging System and over local TV and radio stations.



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**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 student(s) out 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



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## St. Rita School Before/After School Care Program 2023 – 2024 Registration Form

**REGISTRATION FEE: \$45.00** (Please make checks payable to **St. Rita School**)

Student's Last Name	First Name	DOB	Grade in 2023/2024

**ADDRESS:**

\_\_\_\_\_  
Street City/Town Zip Home Phone #

**FATHER / GUARDIAN:**

\_\_\_\_\_  
Name Workplace Name Work Phone # Cell (Father)

**MOTHER / GUARDIAN:**

\_\_\_\_\_  
Name Workplace Name Work Phone # Cell (Mother)

**PARENT EMAIL ADDRESS:**

\_\_\_\_\_

**IN ADDITION TO PARENTS, ONE OTHER PERSON MAY BE AUTHORIZED TO DROP-OFF/PICK-UP CHILD(REN):**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_



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**PLEASE INDICATE WHEN BEFORE/AFTER SCHOOL CARE WILL BE REQUIRED**  
(CIRCLE DAYS ATTENDING AND INDICATE APPROXIMATE DROP-OFF/PICK-UP TIMES)

**BEFORE SCHOOL**  
**(PreK ONLY)**  
DROP-OFF TIME:      **MONDAY**      **TUESDAY**      **WEDNESDAY**      **THURSDAY**      **FRIDAY**  
\_\_\_\_\_

**AFTER SCHOOL**  
PICK-UP TIME:      **MONDAY**      **TUESDAY**      **WEDNESDAY**      **THURSDAY**      **FRIDAY**  
\_\_\_\_\_

**IN CASE OF EMERGENCY PLEASE CONTACT:**

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

DOCTOR'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_

**UNDERSTANDING**

1. I have been provided with a copy of the St. Rita School *Before/After School Care Program Policies and Procedures*. I have read this statement and understand its contents.
2. I understand that program payments will be charged and paid through FACTS and that my account must be kept current for my child/children to remain in the program.
3. I agree to pay a late fee for payments received after the payment due date.
4. I agree to contact Program Director with any changes to the preceding information submitted. Upon receiving approval from Program Director, I agree to send a new "COMINGS AND GOINGS FORM" to the school office.
5. I give permission for my child/children to take part in St. Rita's School's Before/After School Care Program activities (including but not limited to playing on the playground and in the gym) and absolve St. Rita School from any liability for injuries to my child/children due to these activities.

**Parent/Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_