

St. Gregory the Great School
School Year 2008 - 2009
Before School and/or After School Program



Attached is a Student Card (one card for each student) for the Before School and/or the After School Program. This card contains pertinent information concerning your child's medical conditions, instructions for emergency care and authorized individuals to whom your child may be released. It is **IMPERATIVE** that two individuals (other than parents) be listed for notification in case of an emergency. The information should be updated should any information such as phone numbers, family physicians, or medical conditions change. To provide a safe environment for your child, it is imperative that any food allergy or reaction to insect bites be listed on the Before School and/or After School Student Card.

This card, accompanied by the registration fee of \$25.00, should be returned to the school office as soon as possible. **All students enrolled as either full-time students or on a drop-in basis are required to pay the registration fee.**

For your information, you will also find a statement of policies for the Before School and After School Programs. **Please be aware of our hours of operation.** Our Before School Program is from 6:45 a.m. to 7:40 a.m. and our After School Program is from the time of dismissal to 6:00 p.m. All children must be picked up by 6:00 p.m. A late fee of \$1.00 per minute will be charged per child for any child not picked up by 6:00 p.m. Late fees will increase to \$5.00 per minute for those individuals who are habitually late (more than three times) in picking up the children. In case of an extreme emergency, please phone the After School Program at 342-0281.

It is the desire of the Before School and After School Program to provide a quality program for your child at a reasonable cost.

Room assignments for the 2007 - 2008 school year will be posted. Individual schedules for each grade level will be posted and information will be provided for parents

Sincerely,

Rosalba (Rosie) Martinez
Before and After School Program Director

Martha Gomez
Principal

General Policies

1. The Before School Program is held in the Parish Hall located on Beryl Street. For Before School Students, we suggest that you use the front entrance of the cafeteria as it is lighted and is close to the church parking lot.
2. Students may be registered for one or both of the programs. The registration fee of \$25.00 is assessed the first time the program is used on a full-time, part-time or drop-in basis. The \$25.00 fee covers registration for both the Before and After School Programs. The Registration Card must be completed and be on file before a child is allowed to participate in the program.
3. Once enrolled as a full-time, part-time or drop-in student in any of the Before and/or After School Program, it is the responsibility of the parents to notify the Program Director, **IN WRITING** of any change in enrollment status. Unless notified in writing, billing will continue as originally set-up. If the status of enrollment changes, the first change is done so at no expense. Each additional change will incur a fee of \$5.00.
4. Students will be released to authorized adults only. **Parents must sign out each child every day on the sign-out roster. At the time of signing out the child, the time must be recorded next to the parent's signature.** If someone other than the parent/guardian is to pick up the child, the office must be notified in writing that morning. Children who are not checked out properly will be asked not to participate in the program. Other arrangements will have to be made by the parents or guardians
5. Tuition for the Before School and/or After School Program is due on the 1st of every month. Statements will be mailed during the third week of the month. Payments not received by the 5th of the month are assessed a \$35.00 late fee. Please **DO NOT** include tuition, music lessons, lunch tickets, etc. in your payment.
6. Drop-in statements will be mailed during the third week of the month. A \$35.00 fee will be assessed for payments not received by the 5th of the month.
7. A fee of \$35.00 will be charged for all returned checks.
8. Our Before School and After School Program is strictly a service for the families of St. Gregory's School who are unable to pick up children immediately after school. Be advised that students on the school grounds are the responsibility of the school. It is for your convenience, and the protection of your children that this program exists. It is for these same reasons that these policies exist.

9. The Before School and After School Program is an extension of the regular school day; and therefore, all school policies are in effect. Any infraction during this time is subject to a Student Offense Referral. Non-compliance by students or parents will result in immediate dismissal from the program.
10. Students are not supervised before 6:45 a.m. or after 6:00 p.m.
11. The After School Program students are not allowed to leave the school campus after school unless they have been released to an authorized adult. Should a student leave, disciplinary action will be taken by school administration.

Before School Program Policies

1. Before School begins at 6:45 and ends at 7:40 a.m.
2. All students on the campus **BEFORE** 7:30 a.m. will be placed in the morning Before School Program and will be charged a \$4.00 drop-in fee.
3. Breakfast items may be purchased from the cafeteria, but are not included in the monthly cost.
4. Parents who want their child to eat breakfast only (and their child is not attending the Before School Program) must remain in the Cafeteria with the child; otherwise, a fee of \$4.00 will be assessed.

After School Program Policies

1. The After School Program begins at dismissal time, whether it be a regular or early dismissal day, and always ends at 6:00 p.m. **Any student that is remaining on St. Gregory's campus without direct supervision (i.e. coach, sponsor, teacher, etc.) 20 minutes after dismissal time will be automatically placed in the After School Program. There are NO EXCEPTIONS** and a \$10.00 drop-in fee will be charged. After School is not responsible for fees incurred as a result of cancellation of an activity. Fees assessed are the responsibility of the parent. Any conflict with this assessment of fees must be resolved between the parent and the individual responsible for cancellation of the function.
2. The After School Program students are provided with a snack, supervised study hall, and a recreation period on a daily basis.
3. The After School Program operates on any day that school is in session, with the exception of the first day of school, the last day before the Thanksgiving Holidays, the last day before the Christmas Holidays and last day of school year.

4. Students who are normally picked up at dismissal time, but stay at school to attend athletic events must stay in the gym during games. If students are not picked up immediately after the game, they will be checked into the After School Program and billed accordingly.
6. Students participating in extra curricular activities (sports, music, cheerleading, etc.) must be picked up promptly at the conclusion of the activity or they will be sent to the After School Program as a “Drop-in” and assessed a \$10.00 fee.
7. Any student enrolled in After School is required to check into After School before going to any extra-curricular activity. Any student attending a club meeting and/or function will be met in the cafeteria by the club sponsor and accompanied to the meeting. Any student being tutored or who is helping a teacher must bring a note from the teacher in charge of the activity or tutoring and must give the note to the After School before they will be allowed to leave class.
8. Following school dismissal, playgrounds are for the exclusive use of students in the After School Program, until 6:00 pm.

EXTENDED DAY PROGRAM FEES (on a monthly basis)

Registration Fee - \$25.00 per child

Morning Extension Program

Full time.....\$40.00/child

Drop-In.....\$4.00 for each day a child attends.

If your child will be attending more than 10 days, it is more economical to enroll as a full time student.

After School Program

Full Time.....\$130.00/child

\$230.00/2 children

\$310.00/3 children (\$25.00 discount/per child/per month)

Drop-in.....\$10.00 for each day a child attends

If your child will be attending more than 13 days, it is more economical to enroll as a full time student.

Both Programs

Full Time..... \$170.00/ 1 child

\$310.00/2 children

Late payments after the 5th of the month are assessed a \$35.00 fee.

All returned checks are assessed a \$35.00 fee.

