

# St. Mary's School Aftercare Enrollment 2017-2018

Enrollment form, fee & emergency form is required annually for all children who will attend aftercare.

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Student	Grade	Days of attendance
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I have enclosed a check for the annual enrollment fee. The fee is \$25.00 per child.  
Enclosed is a check in the amount of \$ \_\_\_\_\_

I have reviewed and understand the St. Mary's School Aftercare Policies for 2017 – 2018.

I have completed and enclosed the Emergency Form (OCC1214).

I have provided the Archdiocese of Washington Form 3/3P:

- My child/children attended SMS Aftercare last year and I previously provided the form(s).  
 Form(s) 3/3P is enclosed.  
 I intend to submit Form 3/3P on (date): \_\_\_\_\_  
(Must be prior to child/children attending aftercare)

If my child requires an epi-pen, inhaler or other medicine at school, I have provided either Authorization to Medicate (OCC 1216) or Student Medication Authorization (Form 8):

Parent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Processed: \_\_\_\_\_ by \_\_\_\_\_

Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

# St. Mary's School

## Aftercare Policies 2017-2018

Full registration and payment are required for a child to be eligible to attend the SMS Aftercare Program, even on a Drop-in basis. Full registration includes (1) completing enrollment form, (2) paying enrollment fee, (3) completing the *Emergency Form* (OCC 1214) and (4) submitting all required health forms.

Enrollment fee is an annual fee of \$25 per child. This fee covers the costs for your child to have milk in aftercare every day and snacks that are provided on half days of school.

The rates listed below are per child, per day.

### **Regular Rates**

You may sign up, pre-pay and commit to the days you need during the coming month.

Prepayments must be made on or before the first of each month.

The monthly aftercare calendar form is on the school website.

For regular dismissal days, 3:00 pm – 6:00 pm or any portion thereof, the fee is \$18.

For early dismissal days, 11:30 am – 6:00 pm or any portion thereof, the fee is \$40.

### **Drop-in Rates**

Drop-in rates apply for days not pre-requested and/or pre-paid.

Payment for drop-in use is due within three days of receiving your drop-in invoice.

To request same day drop-in aftercare, please call the Main Office.

Drop-in aftercare requests will be granted when we have spaces available.

If the Aftercare Program is at capacity on a particular day, your request for drop-in aftercare may be denied.

For regular dismissal days, 3:00 pm – 6:00 pm or any portion thereof, the fee is \$25.

For early dismissal days, 11:30 am – 6:00 pm or any portion thereof, the fee is \$50.

### **Changes in Schedule**

All changes (cancellation or request for drop in) must be communicated to the Main Office before the end of the school day.

One credit per month will be granted if the family has requested a credit via email to [cconway@smsrockville.org](mailto:cconway@smsrockville.org).

### **Late Fee**

Parents who pick up after 6:00pm will be charged a late fee of \$1.00 for each minute per family. This fee is due at time of pick up and paid directly to our Aftercare Staff. Please call if you have an emergency and must be late.

# St. Mary's School

## Aftercare Additional Information 2017-2018

### Hours

Regular Days 3:00pm – 6:00 pm

Half Days: 11:30am – 6:00pm

### Behavior

During the aftercare program, all students are expected to continue to follow the rules of St. Mary's School.

### Location

Preschool aftercare is located in preschool classroom #36.

Kindergarten – 8<sup>th</sup> grade aftercare is generally located in the Parish Hall. Due to other scheduled parish or school activities, the K-8<sup>th</sup> aftercare may be located in an alternative location (including the gym or kindergarten classroom). Our aftercare staff will post a note on the outside door indicating their location and the phone number you can call to get entry into the building.

### Sign In/ Sign Out

All aftercare students must sign in with aftercare before attending an after school club or activity. Parents must sign out their student(s) each day.

Only authorized individuals listed on your *Emergency Form* will be permitted to pick up your child. If you need to make an alternative arrangement for pick up, please contact the SMS Main Office.

### Snacks

Please send in a light snack with your child to have after school.

We recommend you pack it separately or label it as an aftercare snack so that your child doesn't eat it at lunch.

Milk and water is available to students upon request.

Students need to bring a lunch for early dismissal days.

### Weather Closings

The SMS Aftercare Program follows Montgomery County Public Schools (MCPS) decisions.

If MCPS closes early, there will be no aftercare.

If MCPS cancels after school activities, aftercare will be open.

### Daily Aftercare Schedule

Our Aftercare Staff posts the daily schedule. Please see them for detailed information.

The schedule includes:

- Arrival & Attendance
- Snack
- Outdoor/Indoor Recess
- Homework
- Centers: Once homework is completed, students can choose a center in which to participate. Centers change daily and include art, games, and building activities.