

St. Charles Borromeo School

Extended Aftercare Parent Information Sheet

1. Afternoon hours are from 2:45 to 6:00 pm. We are only open during school days.
2. Calamity Days: We do not have childcare on calamity days or days school is not in session.
3. After School session starts in the cafeteria, with various activities in other locations.
4. Program Costs: \$14 per day, per student A fee of \$10 will be charged for every ten minutes late daily. If a parent is late more than 3 times during the school year, your child may not be eligible for childcare.
5. Billing: Automatic payments will be charged through our FACTS system, at the beginning of each month.
6. Afternoon Pick-up: Parents or their designate, must come into the school cafeteria and sign out their child. All designates must be listed on the registration form. Our teachers will not release your child to anyone who is not listed.
7. Communication: If your child is absent or not attending the day which you indicated on your commitment form, please email Maggie Collins at mcollins@stcharleskettering.org
8. Activities: We will have inside activities available when children cannot go outside. The children can also work on their homework, play games, color, read, or when available, also have gym time.
9. Food: Afternoon care will receive one light snack and drink. If your child prefers to bring their own snack, they may do so. Those with severe allergies please list snacks acceptable.
10. After School Clubs: If your child attends childcare after an after-school activity, they need to check in with the childcare teachers before headed to their activity.
11. Behavior: Expected behavior in childcare is the same as what is expected during the school day. They are to be respectful, responsible, and safe. If discipline is necessary, the teachers will issue a write-up for serious behavior. Three write-ups will result in the student no longer eligible for childcare.
12. Toys: We have many toys and activities. We discourage children from bringing toys from home. If they should do so, our staff is not responsible for any loss or damage.
13. Registration: Please complete the attached paper registration form. Please be sure to list anyone who you would like to also pick up your child from childcare.

Preliminary Schedule:

2:50-3:10: Students meet in the Cafeteria. Snack, restroom break and wash hands

3:10- 4:00: Gym to play

4:00-5:00: Homework and Center Time

5:00-5:30: Activity Center

5:30-6:00: Clean-up and Pack-up for pick-up

St. Charles Borromeo Extended Aftercare Registration Form

School Name: _____

Parent/Guardian Name(s): _____

Person(s) Responsible for Payment: _____

Address: _____

Email Address: _____

Contact Information:

Parent/Guardian Name:	Cell Phone:	Work Phone:
1.		
2.		

Please list someone to call if we cannot reach you in an emergency:

Name:	Relationship	Cell Phone:

Please list each child who will be participating in the childcare program:

Student Name	Grade/Teacher	Allergies/Medical Conditions
1.		
2.		
3.		

Please list anyone, other than those listed above, who might be picking up your child(ren). We will not release children to anyone other than those listed on this form.

Name	Relationship to Student	Phone Number
1.		
2.		
3.		

I have read the Extended Aftercare Parent Information sheet and understand the rules.

Signature _____