

Catholic School Region of
Northern Westchester/Putnam
St. Columbanus School
122 Oregon Road
Cortlandt Manor, NY 10567

Dear Parents,

Thank you for your interest in the Before and After School program. The program starts on the first full day of school. The **before** school program begins at 7:00am and runs until 7:45am and the **after** school program begins at 2:30pm and runs until 5:45pm.

Enclosed are **two copies** of the parent agreement and the program guidelines. Please sign and return one set to school ASAP so we may your finalize enrollment details. Please keep the second set for your records.

A non-refundable registration fee of \$25 per family is required and payable through Smart Tuition for the 2015 – 2016 school year. For families who occasionally utilize the program, a walk-in fee is payable through Smart Tuition.

We are confident that together with your support our program will serve your child(ren) in a safe and enjoyable environment. If you have any further questions please call the school.

Sincerely,

Mrs. Vaccaro
Before/After Care Moderator

ST. COLUMBANUS SCHOOL
2015 – 2016

BEFORE & AFTER SCHOOL TUITION PRICES

KINDERGARTEN – GRADE 8

AM session ONLY (7:00 AM – 7:45 AM) MONTHLY

5 days per week	\$67
4 days per week	\$54
3 days per week	\$41
2 days per week	\$27

PM session ONLY (2:30 PM – 5:45 PM) MONTHLY

5 days per week	\$224
4 days per week	\$182
3 days per week	\$136
2 days per week	\$91

BOTH AM/PM session MONTHLY

5 days per week	\$284
4 days per week	\$224
3 days per week	\$170
2 days per week	\$113

WALK-IN 1 –DAY FEE

AM walk-in ONLY	\$10
PM walk-in ONLY	\$31
Both AM/PM walk-in	\$41

LATE PICK UP FEE

\$15

PM SAMPLE SCHEDULE

2:45 PM	Sign In - Log Book
2:45 PM – 3:15 PM	Snack
3:15 PM – 4:30 PM	Supervised Homework time/playtime
4:30 PM – 5:45 PM	Indoor activities

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**Before & After Care Registration & Emergency Contact Form 2015/2016 School Year
Kindergarten - 8th Grade**

Student Information

Last Name: _____	First: _____	Middle: _____
Address: _____		
City, State, Zip Code: _____		
Home Phone: _____		Grade (School Year-2015/16) _____

Mother/Guardian Information

Last Name: _____		First: _____
Work Phone: _____	Cell Phone: _____	
Email: _____		

Father/Guardian Information

Last Name: _____		First: _____
Work Phone: _____	Cell Phone: _____	
Email: _____		

Emergency Contacts (Must be completed)

Please list in order of who to call in case of an emergency if parent cannot be reached	
1. _____	Phone: _____
2. _____	Phone: _____

Medical Information

Physician Name: _____	Phone: _____
Dentist Name: _____	Phone: _____
Allergies: _____	

Parent/Guardian's Signature: _____ Date: _____

Before & After Care Registration & Emergency Contact Form 2015/2016 School Year

Kindergarten - 8th Grade

Students can be enrolled in both the morning and afternoon sessions or on an as needed basis.

Morning Session: 7:00 am - 7:45 am

Afternoon Session: 2:30 pm - 5:45 pm

Please check (√) session needed:

	AM session	PM session	BOTH AM/PM sessions	WALK-IN
MON.				
TUES.				
WED.				
THURS.				
FRI.				

Authorized Adult(s) for pick-up

1. _____	Phone: _____
2. _____	Phone: _____

Telephone number(s) you can be reached at during the time that your child is attending the Before & After Care program.

Mother/Guardian: _____	Phone: _____
Father/Guardian: _____	Phone: _____

Parent/Guardian's Signature: _____ **Date:** _____

PARENT REGISTRATION AGREEMENT

Kindergarten - 8th Grade

- **Registration Fee \$25**

A non-refundable registration fee of \$25 per family is required. This fee is paid directly via Smart Tuition.

- **Before & After Care Tuition Policies**

1. All Before & After Care registration fees, tuition, walk-in fees and late pick up fees are paid via Smart Tuition by the 5th or 20th of each month.

2. Non-payment will result in dismissal from St. Columbanus Before & After Care program.

3. ***NO REFUNDS for absences, withdrawals or change in enrollment.***

4. ***Make up days and/or substitutions are not permitted.***

5. Enrollment changes are subject to availability and must be submitted to the school office **IN WRITING- Attention: St. Columbanus Before & After Care Program.** Any enrollment extensions must be paid in full with any requests.

- **Conduct**

For the safety and enjoyment of all the Before & After Care students, children must follow the code of behavior of the program. St. Columbanus School reserves the right to dismiss, in its sole discretion, any student whose conduct, influence or behavior is deemed unsatisfactory or detrimental to the best interest of the Before & After Care program, in which case no refunds will be made.

- **Permission**

Parents must understand that safety is important and no environment is risk-free. Parents accept responsibility and grant permission for their children to participate in all Before & After Care program activities.

- **Medical/Emergency Information**

Parents must provide fully completed, up-to-date medical, and accurate emergency forms. St. Columbanus Before & After Care Program reserves the right to refuse to have a child in the program without such medical/emergency forms.

Parent/Guardian's Signature: _____ **Date:** _____

BEFORE & AFTER CARE GUIDELINES AND PROCEDURES

Kindergarten – 8th Grade

• **PROGRAM HOURS**

Students may enroll in morning and/or afternoon programs.

Morning Program: 7 am – 7:45 am (1 teacher and office staff on duty)

Afternoon Program: 2:30 pm – 5:45 pm (2 teachers on duty)

1. The afternoon program will not be available on any day with an 11:00 am dismissal.
2. On non-school and/or vacation days the program will not be in session.

• **DROP OFF 7am – 7:45 am **NO EARLY DROP-OFFS****

Students may be dropped off in the school lobby. They will be required to sign in upon arrival. They will stay in a classroom with a teacher until 7:45 am, when the teacher will escort them to the gym.

• **DISMISSAL**

No student, regardless of age will be dismissed without a parent/guardian. A Parent/Guardian will be required to sign a student out.

No student will be dismissed to any adult without prior written consent from a parent/guardian. Identification will be required for any adult not listed on the authorization form.

**** Late pick-ups will be subject to a late fee. ****

• **EARLY DISMISSAL**

If school dismisses early for any reason, the afternoon program will be cancelled. All students, including students enrolled in the program, must be picked up as soon as possible of the early dismissal.

A courtesy call would be greatly appreciated with your estimated arrival time.

• **LATE PICK UP FEE**

A **\$15 fee per family** will be charged to parents picking up children after 5:45 pm.

St. Columbanus Before & After Care program reserves the right to dismiss a child after the 3rd instance of late pick up.

BEFORE & AFTER CARE GUIDELINES AND PROCEDURES

Kindergarten - 8th Grade

In the event a parent experiences an emergency, St. Columbanus Before & After Care program should be contacted before 5:45 pm. If no contact has been received, attempts will be made to contact persons on the emergency list. If the child is not picked up by 6:15 pm, local authorities may be called.

• INCLEMENT WEATHER

School Closing will result in cancellation of the Before & After Care Program.
NO REFUNDS will be given for such cancellations.

Two-Hour School Delay

Drop-offs may begin at 9:00 am. For the safety of the staff and students, no earlier drop offs will be permitted.

*** Attendance**

If your child will regularly attend the program and will not need the program on a specific day, please send this request to the school office **IN WRITING** - **ATTN.** St. Columbanus Before & After Care Program the day before.

If your child will attend the Before & After Care Program on an as needed basis, please send a request **IN WRITING** to the school office - **ATTN:** St. Columbanus Before & After Care Program.

• CELL PHONE POLICY

No student will be permitted use of a cell phone. All calls should be directed to the school office.

• SNACK

We encourage students to bring a nutritious snack/drink to enjoy during either the morning or afternoon sessions. **NO FOOD** or **DRINKS** will be provided. Students are expected to clean up after themselves.

• SUPERVISED HOMEWORK TIME

Homework supervision does not take the place of parental involvement in the homework process. Parents are expected to check students' homework for completion and accuracy.

• SAMPLE SCHEDULE (Kindergarten-Grade 8)

2:45 PM SIGN IN - LOG BOOK

2:45 PM - 3:15 PM SNACK

3:15 PM - 4:30 PM SUPERVISED HOMEWORK TIME / PLAYTIME

4:30 PM - 5:45 PM INDOOR ACTIVITES

Parent/Guardian's Signature: _____ Date: _____