



**Saint Saviour Catholic Academy**  
**Saint Saviour Catholic Academy After School Program 2019-2020:**  
**Information, Policies and Registration Form**

Saint Saviour Catholic Academy offers an after school program open to all grade levels. Please read the following information and policies carefully. The registration form is available at the end of this document. Contact Althea Alvarez, the SSCA After School Director, at [aalvarez@sscaparkslope.org](mailto:aalvarez@sscaparkslope.org) or 718-635-1142 with any questions.

**Dates:** Monday, September 9<sup>th</sup>, 2019 to Thursday, June 18<sup>th</sup>, 2020. (After School begins for Kindergarten on Wednesday, September 11<sup>th</sup> and for Nursery/Pre-K on Monday, September 16<sup>th</sup>) There is no After School program when there is a half day dismissal.

**Time:** 2:30 – 6:00 PM for Nursery/Pre-K and 3:00 – 6:00 PM for Kindergarten – 8th Grade

**General Policies:**

- If your child is not picked up from regular school by 3:10pm (2:40pm for Nursery or Pre-K), s/he will be placed in After School even if your family has not requested or registered for the service.
- To accommodate the difference in dismissal times, Nursery or Pre-K parents/guardians with older children enrolled at our Academy are able to pick up their Nursery or/and Pre-K student by 2:50pm without incurring fees. **After 3:00 PM, regular rates will be incurred so Nursery/Pre-K students must be picked up first.**
- Children must be picked up by 6:00 PM. **Please be on time! Parents will be billed \$20 per every quarter hour (15 minutes) after 6:00 pm.**
- No child may be placed in or returned to After School once s/he has been picked up by a parent or guardian.
- If your child self-dismisses (grades 5 to 8) at 3pm, s/he must leave the premises. Should you require After School care in the event of an emergency, you must contact the Main Office of SSCA at 718-768-5000 or Althea Alvarez at [aalvarez@sscaparkslope.org](mailto:aalvarez@sscaparkslope.org) or 718-635-1142 (text or call). After School charges will be incurred.
- We understand that emergencies occur and that After School can be a great last minute resource for families but whenever possible, please contact both Althea Alvarez and your child's homeroom teacher as early as possible on any day that you need to add After School coverage.
- In After School, students' cell phones must be kept turned off and in their backpacks or lockers. If not, they will be collected each day by the After School teacher, stored securely in the classroom and returned to students at dismissal.

- **Please do not contact your child by cell phone during after school hours.** In an emergency, or in the case that you need to notify them of when they will be picked up, contact the Main Office of SSCA at 718-768-5000 or Althea Alvarez at [aalvarez@sscaparkslope.org](mailto:aalvarez@sscaparkslope.org) or 718-635-1142 (text or call).

## After School Daily Schedule

At dismissal time, children are picked up from their classrooms by an After School counselor and taken to the designated location for their age group. At 3:30, after snack is served, there is time for homework, followed by recreation and/or creative projects. If your child is registered for an enrichment class, s/he will be picked up for class by the enrichment teacher at 3:30. Whenever possible, After School staff will assist with homework but our staff to student ratio is not always conducive to one on one help.

Weather permitting, children will go to the Parish courtyard, for walks in the neighborhood or to Prospect Park. You can be notified via text/email of when the children go outside by signing up at this link:

<https://www.remind.com/join/sscaasp>

## Enrichment Classes

We offer a wide array of enrichment classes in our After School Program at an additional cost. There are 3 enrichment terms yearly: Fall, Winter, and Spring. Registration is required for each new term. Classes are subject to change and some must meet enrollment minimums. Please note, enrollment is limited and on a first come first served basis. If you would like to register your child for an enrichment class, see the Fall Enrichment packet. It will be e-mailed to all families as well as posted to the After School section of the SSCA website. Registration forms may be returned to the Main Office or Althea Alvarez via email.

**Discounts on enrichment classes are applied for those children whose families have pre-paid for After School either yearly or by trimester. If you are using the monthly pay option, you are not billed for the time that your child is in an enrichment class.**

Families may choose the coverage (regular After School, Enrichments or combination of the two) that works best for their childcare needs and budget.

## Registration

If you would like to register your child for the After School Program, please fill out the registration form below. Please be sure to officially register your child for so that we may staff accordingly. Your registration is complete when you have submitted your registration forms with your annual/trimester prepayment if applicable (see chart for details). Checks/money orders should be made payable to Saint Saviour Catholic Academy.

## Regular After School Payment Options

Pre Payments:

Families who pre-pay their After School fees receive a discount. (See chart for a more detailed prepayment breakdown.)

- Yearly: If you pre-pay yearly you will receive a 20% discount.
- Trimesters: If you do 3 payments you will receive a 10% discount.
  - **Trimester payments due on: At time of registration, 12/10/19, 03/23/20**
- For those who will be using our program for less than five days a week or need to pick up on the half hour, we will prorate accordingly.
- Prorated discounts on Enrichment Classes are applied for those children whose families have pre-paid for After School.

Pick- Up Time	Single Child (Regular)	Single Child (Trimester 10% Discount, split into 3 payments)	Single Child (Yearly 20% Discount)	Family (2 or more children) (Regular)	Family (Trimester 10% Discount, split into 3 payments)	Family (Yearly 20% Discount)
4:00 PM	\$1,700	\$1,530	\$1,360	\$2,550	\$2,295	\$2,040
5:00 PM	\$3,400	\$3,060	\$2,720	\$5,100	\$4,590	\$4,080
6:00 PM	\$5,100	\$4,590	\$4,080	\$7,650	\$6,885	\$6,120

#### Monthly Payments:

- After School fees are charged by the half hour: \$5 – Individual / \$7.50 – Family (2 or more children) You will be charged for a full half hour if your child stays for part of the next half hour cycle.
- Children must be picked up by 6:00 PM. **Please be on time! Parents will be billed \$20 per every quarter hour (15 minutes) after 6:00 pm.**
- Monthly invoices will be sent via email after the end of each month, since billing for monthly accounts is based on attendance.

#### Payment Policies

- Your bill must be paid within two weeks after receiving the monthly invoice. Please pay promptly. Failure to pay on time will result in a \$25 late payment fee.
- Accounts in arrears at the end of a trimester will result in your child's dismissal from After School. Once your overdue balance is addressed, your child can be reinstated.
- Accounts in arrears cannot register for enrichment classes.
- There is no hard deadline for choosing a prepayment option. Should you require time to figure out your schedule as the school year progresses, changes to your prepayment status can be made at the discretion of the After School Director.

#### Sign-Out Policy

The person authorized to pick up your child from After-School must sign them out by printing and signing their name and writing the exact pickup time on the sign out sheet. **Failure to write in a time will result in a full day charge of \$30 (single child) or \$45 (2 or more children enrolled).**

**The After School Director and staff will reference the authorized pick-up person information your family provided to the school. Your child's safety is our highest priority; therefore, we will always perform our due diligence when we are unsure of someone's identity and identification will be requested.**

#### Behavior Policies

Please reference the Saint Saviour Catholic Academy Handbook 2019-2020

## **SSCA After School Program 2019-2020 Registration Form**

Please note that if you have an outstanding balance with SSCA, your child's registration will be held and will be incomplete until your balance is paid.

### **Student Information**

Student Name(s): \_\_\_\_\_

Grade(s) and Classroom(s): \_\_\_\_\_

Allergies/Medical needs or other special information (use back of form if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Parent/ Guardian Information**

Parent/Guardian's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

### **After School Schedule**

Please check the days and times, to the best of your current knowledge, your child(ren) will be attending After School. Scheduling changes can easily be made by e-mailing the director at [aalvarez@sscaparkslope.org](mailto:aalvarez@sscaparkslope.org).

M \_\_\_\_\_ Until: 3:30pm \_\_\_\_\_ 4pm \_\_\_\_\_ 4:30pm \_\_\_\_\_ 5pm \_\_\_\_\_ 5:30pm \_\_\_\_\_ 6pm \_\_\_\_\_

T \_\_\_\_\_ Until: 3:30pm \_\_\_\_\_ 4pm \_\_\_\_\_ 4:30pm \_\_\_\_\_ 5pm \_\_\_\_\_ 5:30pm \_\_\_\_\_ 6pm \_\_\_\_\_

W \_\_\_\_\_ Until: 3:30pm \_\_\_\_\_ 4pm \_\_\_\_\_ 4:30pm \_\_\_\_\_ 5pm \_\_\_\_\_ 5:30pm \_\_\_\_\_ 6pm \_\_\_\_\_

TH \_\_\_\_\_ Until: 3:30pm \_\_\_\_\_ 4pm \_\_\_\_\_ 4:30pm \_\_\_\_\_ 5pm \_\_\_\_\_ 5:30pm \_\_\_\_\_ 6pm \_\_\_\_\_

F \_\_\_\_\_ Until: 3:30pm \_\_\_\_\_ 4pm \_\_\_\_\_ 4:30pm \_\_\_\_\_ 5pm \_\_\_\_\_ 5:30pm \_\_\_\_\_ 6pm \_\_\_\_\_

**Payment Options**

Please check your payment choice:

\_\_\_\_\_ Yearly payment  
(20% discount. **Full payment is due upon registration.** Use chart above to calculate fee.)

\_\_\_\_\_ Trimester payment  
(10% discount. **First payment is due upon registration; second and third payments on 12/10/19, 3/23/20 respectively.** Use chart above to calculate fee.)

\_\_\_\_\_ Monthly payment  
(\$5 per half hour for single child/ \$7.50 for 2 or more. Your bill must be paid within two weeks after receiving the monthly invoice. Please pay promptly. Failure to pay on time will result in a **\$25 late payment fee.**)

**I have read and understand the After School information and policies in their entirety. I agree to follow all the policies as they are outlined above and understand that my non-compliance may result in my child being dismissed from the SSCA After School program.**

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

Payment Amount Enclosed: \$ \_\_\_\_\_

\*In order to complete registration, you must include your annual or trimester prepayment with this form and return it to the main office, unless you've chosen the Monthly payment option.