

**ST. VINCENT DE PAUL CATHOLIC SCHOOLS**  
**Elementary After School Care Information**

Revised 2019

**PURPOSE:** The main purpose of After School Care (ASC) is to provide supervised extended care for the children of working parents and parents who, for whatever reason, cannot pick their child(ren) up immediately after school.

ASC daily hours are 2:40-5:30 PM. Students will check in with ASC staff. Students must be signed out by someone listed on the registration form. Parents may use this service every school day or occasionally as needed. If used occasionally, parents should send a note indicating that their child needs to attend ASC and specify the date. If at any time there is a change to your child's after school pick-up routine, please send a note to the school office or contact ASC directly. **THIS IS ESPECIALLY IMPORTANT IF PICKUP ARRANGEMENTS ARE DIFFERENT THAN USUAL** (i.e. going home with a friend, going with a Scout leader or a coach, or being picked up by anyone not on the registration sheet).

**ACTIVITIES:** Each day the children will be given time to socialize and play. They will also get quiet time to work on homework. A drink and snack will be provided each day. A child may bring his/her own healthy snack if they prefer. When the weather is nice, the children will play outside. On rainy or cold days the children will remain indoors to do homework, read or play with games and toys. If a child has been out of the regular classroom and in the resource room or ISS all day, **THEY MAY NOT BE ALLOWED TO ATTEND ASC THAT DAY**, as per administration.

**REGISTRATION:** Whether your child attends regularly or one time, parents must fill out and sign the registration form so that we have emergency and medical information on file for the safety of your child. We suggest every family fill this out for your children **at the beginning of the year** in case you need the ASC service unexpectedly. This will help assure the safety of your child.

**TAX INFORMATION:** Currently, some families deduct ASC fees from their taxes. You should consult your accountant or tax advisor to determine whether you can deduct ASC fees. In January, families may request a statement showing the ASC fees they have paid for the prior year.

**CONTACT INFORMATION:** If you need to contact ASC, please call, text or email Melinda Carron (573-768-1615, mcarron@svdepaul.org) or Bonnie Comte (573-200-9513, bcomte@svdepaul.org). Please keep this information for future reference.

**FEES:** Fees may be paid for the entire year by August 31 (this provides the greatest discount), on the first of each month (which provides a discount), or a bill can be sent home a few days after the month ends for those of you with irregular work schedules or who only use ASC occasionally. ***You will not receive the monthly discount fee this year unless you pre-pay for the month by the 1st day of the month.*** Checks should be made payable to St. Vincent De Paul Catholic Schools. Please write separate checks for After School Care and Lunch Money because these are separate accounts. If payments are not made in a timely manner, the parent may be asked to withdraw their child from ASC until the ASC bill has been paid. If a payment is returned to the school due to insufficient funds, a handling fee of \$10.00 will be charged in addition to bank fees that are assessed.

Please refer to the Fee Schedule on the back of this page.