

ST. VINCENT DE PAUL CATHOLIC SCHOOLS

Elementary After School Care Information

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 up their child(ren) up immediately after school.

ASC daily hours are 2:40-5:30pm. Students will check in with ASC staff. A permission form must be filled out prior to a child attending this program. Two adults will supervise the children at all times. An afternoon snack and drink will be given to the children. Children are given time to do homework and play. On fair weather days, they may go outside to play. On cold and rainy days, the children will remain in the cafeteria. Students who attend After School Care are expected to follow regular building rules and handbook rules; this is for the well-being of everyone in After School Care. Students may be required to leave this service if rules are not followed.

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. If a child has been out of their regular classroom and in ISS all day, IT MAY BE DETERMINED 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 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 of the month. Checks should be made payable to **St. Vincent De Paul Catholic Schools**. Please write separate checks for ASC 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.