

Welcome to St. Margaret's After Care Program

St. Margaret Regional School has had a After Care program for over 40 years. Your children are in loving hands that want to ensure that they are not only safe after school, but that they are in a fun and comfortable environment. The after school program has basic structure and is otherwise a more relaxed atmosphere. We ask that you provide your child(ren) with a snack or two and toys or play clothes (if you deem necessary). We will occasionally provide snacks, so please note on the registration if there is anything that they are unable to eat/drink. We do provide games, legos, coloring books, balls, jump ropes etc. for the children, but if they have something special that they would like to play with- they may bring it in.

Electronic devices are permitted but must be turned off and kept in the child's backpack.
We do follow the school guidelines and children are NOT permitted to play games, watch videos, make phone calls or send texts while at after-care.

Please be sure that your child's name is on anything that they bring to After Care.

A typical day in After Care consists of the following:

The children line up and are dismissed as a group. They are brought into the After-Care Room where they eat their snack and role is taken. Once they have eaten their snack and we have determined the children that should or should not be there- the time is theirs. We do provide an area for the children to do their homework and the After-Care Staff is there to provide assistance if necessary. If you want your child to complete their homework, please make sure that you let the After-Care Staff know so that they can make sure that before they play, they are doing their homework. Some parents would prefer that homework is NOT done in After Care, so unless we know otherwise, no child is made to do their homework!

When you register your child for After Care, we ask that you provide us with an emergency contact or two. This needs to be someone who is able to pick up your child- in case of emergency. For example, sometimes bad weather will occur and while the school may remain open until regular dismissal, After Care may close early. In that case you would be notified that you or your emergency contact would need to pick up your children by the designated time. Your emergency contact may also be needed in case of an illness.

Please make sure that this person is within 15 minutes of school and is able to pick your children up if necessary.

Please make sure that you are registered with School Messenger- this will be our means for communication for After Care cancellations or early closing.

The basic rule in After Care is communication. Please make sure that you communicate any changes in schedule, issues or problems with the After-Care Staff and as things may change on our end- we will communicate them with you!

Please feel free to contact me with any questions, Paula Wiest, After Care Coordinator.

Email: latchkey@stmargarets-rs.org or Phone: 856-384-8880 during After-Care hours only. (email preferred)

After Care Information 2023-2024

Registration Fee- \$20.00 per family

After Care will begin on Monday, September 11, 2023

After- Care Hours:

Full School Day: 2:45pm – 6:00pm **Early Dismissal School Day:** 12:00pm – 5:00pm
* (Half Day After Care is determined by the number of children scheduled to attend. If you sign your child up and they don't show up, you will be charged.)

After Care Rates: (Effective September 1, 2023)

(Please note rates are subject to change each school year)

One Child:	\$15.00 Daily \$75.00 Weekly
2 Children	\$20.00 Daily \$100.00 Weekly
3 or more Children	\$25.00 Daily \$125.00 Weekly

Early Dismissal After Care Rates: Please send your child with a lunch.

Pick up before 3:

One Child:	\$15.00
2 Children	\$20.00
3 or more Children	\$25.00

Pick up after 3:

One Child:	\$30.00
2 Children	\$40.00
3 or more Children	\$50.00

IMPORTANT After Care Late Policy

After Care hours are from 2:45 – 6:00pm.

If for any reason you are going to be late picking up your child(ren), please follow the procedures below.

- **Please contact After Care (856-384-8880 during After Care hours only)** and let us know what the situation is and that you will be later than your normal pick up time. Please determine if you will still be able to pick your child(ren) up by 6:00pm.
- **If you will not be able to make the 6:00pm closing time, please contact your emergency contact to pick up your child(ren).**
- **There will be a \$10.00 late charge for every 5 minutes for the first 3 occurrences. After the 3rd occurrence, the charge is \$20.00 for every 5 minutes.**
Payment of late fees are due the week that the lateness occurs and can be part of the weekly payment or a separate payment. Cash and Check are accepted.
- Excessive lateness will be handled on an individual basis.

After-Care

IMPORTANT Payment Information

- Payment is due each Monday. Payment may be given to one of the After-Care persons in charge when picking up your child/children or sent into school in an envelope to the attention of After-Care. If Monday doesn't work for you, please inform the After-Care staff and we will work with you.
- Payments may be made by cash or check but must be for the **exact amount**. Receipts are available.
- **We are unable to give change or partial credits. Credits will only be given for a full day, if your child is absent or does not attend After-Care on a particular day.**
- Payments cannot be made for more than one month in advance and may not be given for a random amount. Payments must be for a specific number of days of anticipated attendance. At the end of the year, if an overpayment is made, we have no way to reimburse you and credit cannot carry over to the next school year.
- If your child/children's days of attendance vary, Payments do not have to be made daily, they can be made weekly after your child/children have attended After-Care.
- If your child is attending a club or tutoring after school and being picked up from the club or tutoring, you will not be charged for that day. However, if your child is brought to After-Care and signed out from our care, you will be charged for that day.

Communication

- When your child is out sick, After Care must be notified.
Please advise the school office and/or email the After-Care program at latchkey@stmargarets-rs.org.
- **If your child will not be attending After Care on a specific day when they would normally, you must send a note to the teacher and to After Care, and/or email After-Care at latchkey-stmargarets-rs.org.**
If we are not notified, the child/children will go to After Care.
- **After School Activities: Your child(ren) will not be permitted to attend any after school activity without authorization by a note or email. If they do not have a note, they will only attend After Care.**
- **As per the School Policy, children are not permitted to make calls or send texts from any electronic devices, if you need to reach your child, you may contact us at 856-384-8880.**

***Please make sure that you are registered with School Messenger- this will be our means for communication for After Care cancellations or early closing! ***

St. Margaret School After Care Program Registration Form 2023-2024 School Year

(Please fill out one form per child.)

Please return this form with the **\$20.00 (PER FAMILY per year) Registration Fee-** (payable to St. Margaret's After Care)

Via mail or thru your child to: St. Margaret Regional School 773 Third Street Woodbury Hts., NJ 08097

TIME OF PICK UP: _____ (approximate) **Please Circle Days Child Will Be Attending:** M T W TH F

Attending Most Half Days: Yes ___ No ___ Do you want your child to work on their homework while at After Care? Yes ___ No ___

Any special instructions or requests: _____

Child Information (one per child) Name: _____ **Grade/Class: (ex 2A, 6B)** _____

Home Address: _____

Allergies of Child: _____

Medications: _____

PARENT INFORMATION

Email Address: _____

Mother's Name _____

Address: If different from above _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Father's Name: _____

Address: If different from above: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Emergency Contact Information: (must be within 15 minutes of the school and able to pick up the child)*

Name: _____ **Phone Number:** _____

Name or Person(s) that the child is allowed to leave with OTHER THAN PARENTS : (continue on back if necessary)

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

****You must have an emergency contact who is able to pick up the child(ren) within 15 minutes. Thank you.****