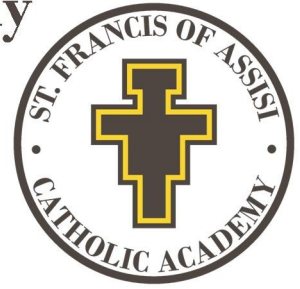


St. Francis of Assisi Catholic Academy

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After School Program - School Year 2023-24

Thank you for your interest in our After School Program. The program will be offered **Monday through Friday each week** starting on **Monday, September 11th**. To apply please fill out the registration form for the 2023-24 School Year, include the **registration and supply fee** and the first week's payment and return it to school as soon as possible.

FEES

Registration & Supply Fee

\$50 One child

\$75 Family

Rates (Dismissal to 6pm)

\$12 an hour

\$35 per day

\$150 per week

-Sibling Discounts are offered for Daily & Weekly Rates

-Weekly Rates will be adjusted for weeks that include a holiday

-Hourly Rates apply for extra hours on early dismissal days.

Late Fee

For students picked up past 6pm

\$10 per student per every 10 minutes late

BILLING & PAYMENT

NO CHILD WILL BE PERMITTED TO REGISTER FOR THIS PROGRAM WHO HAS AN OUTSTANDING AFTER SCHOOL OR TUITION BALANCE FROM LAST YEAR. ALL ACCOUNTS FROM LAST YEAR MUST BE PAID IN FULL BEFORE YOUR CHILD(REN) CAN REGISTER AND ATTEND THE AFTER SCHOOL PROGRAM.

- Full Payment is preferred IN ADVANCE. ADVANCE payments will be accepted for Monthly, Weekly and Daily use. Any unused payments will be adjusted accordingly.
- For any unplanned, last minute or hourly use of the program, payment is required by the following Monday of the week your child(ren) attended.
- Invoices will be sent weekly via our FACTS Tuition Management System.
- Payments can be made via FACTS or by check or money order payable to St. Francis of Assisi Catholic Academy. Cash cannot be accepted.
- School tuition and After School payments must be kept up to date in order for a child to continue in the After School Program. If your payment is more than one month late, your child will not be allowed to attend the After School Program.

THE PROGRAM

Thank you for entrusting your child(ren) to the SFACA After School Program. SFACA is pleased to provide our families with a faculty-supervised After School Program. The logistics may be modified due to any changes in COVID protocols and we will adhere to all of the guidelines mandated by the Brooklyn Diocese and the CDC.

General Information

- The program will be held in Msgr. Maresca Center (lower school) and will be moved to Msgr. Campbell Hall (lower church) if the program deems a larger space is necessary.
- The program will begin at the dismissal time of each grade level and will conclude promptly at 6pm.
- Supervising teachers will bring the students down to the lower school at the appropriate time.
- The program is structured for playtime, homework time, snack time, and other activities. A schedule will be provided.
- Adults will NOT be permitted into the building for pickup.
- Children will be dismissed from Door A (first door past schoolyard and opposite the Church) Please ring the bell when you arrive and we will send your child(ren) to you. Please keep this in mind in the event of inclement weather.
- There is NO PARKING allowed in the schoolyard or rectory yard during pick up times.
- The After School Program is not in session when school is closed for holidays, snow closings, and professional days. Refer to the school calendar at www.sfaacademy.org for all information.

Attire & Supplies

- Kids should wear sneakers for after school.
- Grades K to 8, comfortable gym-like attire is appropriate for outside play.
- 3K, PreK, and Kindergarten should have a change of spare clothes in a Ziploc bag. It should include socks, underwear, a shirt, and pants. Please mark it as "After School" and it will be kept in our locker.
- Students should bring a quiet game or reading material. No electronic games please.
- Each child must have their own supplies. This would include pencils with working erasers, pens (if needed), scissors, glue, their own pack of tissues, hand sanitizer, and extra masks in their schoolbag. For Grades K to 2, we strongly suggest these supplies be in a separate case.
- Sharing of any supplies, games, toys, or the like, is not allowed.
- Please label all of your child's belongings with his/her name. The school is not responsible for any lost items.
- All SFACA toys and additional supplies will be sanitized daily.

Homework

- The homework period will be supervised. However, children will be responsible for completing their own assignments.
- If homework is assigned through Google Classroom, make sure your child has the appropriate device with them and are able to log into their account.

Snack time

All children need to bring a snack and a drink (no glass bottles) NO NUT PRODUCTS, PLEASE. WE ARE A NUT-FREE SCHOOL.

Illness

If a child becomes ill during After School, we will call the parent and/or your emergency contact. If necessary, the child may be taken to the Isolation Room by one of the teachers.

3K & Toilet Training

We require that your child is potty trained. We are not a NYCDOE sponsored program and do not have the staff or training to accommodate proper diapering. However, if your child is not yet 3 years of age and/or is not completely toilet trained, we are willing to work with you and your child on a case by case basis to develop a plan and tackle any issues related to toilet training and diapering.

How you can help:

- 1) Please provide us with contact information for a trusted friend or relative, preferably close by, that can assist us in changing your child should he/she have a toileting accident.
- 2) Please dress your child in clothing that they can easily pull up and down
- 2) Send extra baby wipes and pull ups and/or underwear
- 3) Provide us with a full extra set of clothing (socks and shoes a plus). Make sure all items are labeled and in a bag.



**ST. FRANCIS OF ASSISI CATHOLIC ACADEMY REGISTRATION FORM
2023-24 AFTER SCHOOL PROGRAM**

**REGISTRATION FEE:
\$75 FAMILY - \$50 INDIVIDUAL**

FAMILY NAME: _____

STUDENT NAMES:

CLASS:

PARENT/GUARDIAN CONTACT INFORMATION

EMERGENCY CONTACT:

ADDRESS: _____
Street *City/State/Zip*

NAME: _____

1) NAME: _____ PHONE: _____
RELATIONSHIP: _____

PHONE: _____

2) NAME: _____ PHONE: _____
RELATIONSHIP: _____

RELATIONSHIP: _____

Family email address: _____

Please indicate any known health problems and/or allergies:

DAYS PROGRAM WILL ROUTINELY BE UTILIZED

- FULL TIME - Monday through Friday
 PART TIME - Please check: Monday Tuesday Wednesday Thursday Friday
 PART TIME - Occasionally as needed (Notify your child(ren)'s teacher or the school office in advance)

Expected pick-up time each day: _____

Person(s) with permission to pick up your child/children: _____

I, the parent/guardian of _____
have read and agree to the SFACA After School Program and Billing Policies, and ask that my
child(ren) be permitted to participate in the SFACA After School Program.

Signature of Parent/Guardian

Date

Circle one: \$50 or \$75 Registration Fee. Check one: check attached or Please invoice via FACTS