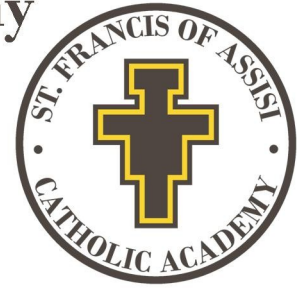


# St. Francis of Assisi Catholic Academy

21-18 46th Street • Astoria, NY 11105-1301  
Telephone: 718.726.9405 • Fax: 718.721.2577  
email: [info@sfaacademy.org](mailto:info@sfaacademy.org) • [www.sfaacademy.org](http://www.sfaacademy.org)



## **After School Program - School Year 2020-21**

Thank you for your interest in our After School Program. The program will be offered **Monday through Friday each week**. To apply please fill out the registration form for the 2020-21 School Year, include the registration and supply fee and the first week's payment and return it to school as soon as possible.

### **Registration & Supply Fee**

\$50 One child  
\$75 Family

### **Weekly Rate - Full Time**

*Rates will be adjusted for weeks that include a holiday*

1 child \$125  
2 children \$225  
3 children \$300

### **Daily Rate - Part Time**

*Recommended for families not needing the program everyday*

1 child \$30  
2 children \$50  
3 children \$70

### **Hourly Rate - Part Time - Per child**

*The hourly rate is not discounted*

\$10 up to one hour  
\$20 up to two hours  
\$30 up to three hours  
\$40 up to four hours  
\$50 up to five or more hours

### **Early Dismissal Rate - Per child**

*From Dismissal to 6pm*

Full time users add \$25 to their weekly rate per child

Hourly rates apply for all others

### **Late Fees**

*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 required 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.
- Statements will be sent home weekly
- Payments can be made by check or money order payable to St. Francis of Assisi Catholic Academy, or by credit/debit card via our School Payment portal at [www.sfaacademy.org](http://www.sfaacademy.org). Payments via your FACTS account will be introduced later in the year. 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 have been modified this year due to COVID 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 but must wear masks at pick up and observe social distancing with any others who are waiting.
- You must call (917) 577-9637 before arriving at the door. Please knock when you arrive and we will send your child(ren) to you. Please keep this in mind in the event of inclement weather.
- The children will be dismissed from Door B (the middle door opposite the rectory & great lawn). 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](http://www.sfaacademy.org) for all information.

### **Attire & Supplies**

- Kids should wear sneakers for after school.
- Grades K to 8, the SFACA gym attire is appropriate for outside play.
- Nursery, 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.

### **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.

### **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.



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

**FAMILY NAME:** \_\_\_\_\_

**STUDENT NAMES:**

**CLASS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>PARENT/GUARDIAN CONTACT INFORMATION</b>	<b>EMERGENCY CONTACT:</b>
ADDRESS: _____ <i>Street</i> <span style="float: right;"><i>City/State/Zip</i></span>	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

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*

Select:  Check enclosed  Payment made via Credit Card online  Amount \_\_\_\_\_