

After Care Information: Guide 2019-2020

- Center Location:** Afternoon in the Youth Building, Pre-K Building, Playground
- Phone Numbers:** (410) 592-7617 school office (until 3:30pm); Mary Barron's Cell (given after registration in program)
- Hours of Operation:** Monday - Friday 3:00-**6:00pm**.
- After school care is only available on days when school is in session. After school care is NOT offered on the last day of school or on any scheduled half-days. If the school is closed due to inclement weather or an emergency, after care will not be open. Please note: St. Stephen School follows the Baltimore County Public School System for closures related to inclement weather.
- Philosophy & Goals:** St. Stephen's After School Care Program is designed to serve children enrolled at St. Stephen School and their families. Supervision and care will be provided by qualified persons after school hours, insuring that children are cared for in appropriate environment. The program will provide to all children who enroll:
- A planned active playtime, supervised by trained staff, encouraging development of gross motor skills, cooperation, and ability to follow directions.
 - Opportunities to participate in games, craft activities, and other activities that are enjoyable as well as educational.
 - Opportunities to begin homework in a supervised atmosphere.
 - Opportunity for free play and activity of choice.
- Program Enrollment:** Enrollment will be limited to students in St. Stephen's Pre-Kindergarten through 8th grade. The number of students accepted will be dependent on maximum licensing requirements of the State of Maryland and the availability of the staff. A nonrefundable yearly registration fee of \$30 per student will be required, including children who will only be using the drop-in service. For families registering for after care on or after July 2, this fee becomes \$45 per child. The aftercare registration form is to be completed online in the SchoolAdmin portal. A form must be completed for each child attending. Any family wishing to exit the program before it's termination in June must provide a two week notice. Notice should be given in writing and sent to the office.
- Health:** Children with symptoms of illness (fever, nausea, etc.) will not be able to attend the After School Care Program. If your child becomes ill during the after school

hours, you will be called and must pick up your child as soon as possible. This is a health/safety issue for your child and the other children.

After Care Fees: The per-child, flat-rate fee for daily after care use is \$15.00. Families choosing daily after care will be billed for each day the program is offered that month regardless of their child(ren)'s usage. The per-child, flat-rate fee for drop-in usage is \$20.00. Families will be asked to select their drop-in days. Their students will only be allowed to attend after care on these selected days— unless previously discussed and approved by After Care Director Mary Barron— and will be billed only for the days they use. Enrichment Fees are \$15.00 per child for daily use and \$20.00 per child for drop-in. The billing for enrichment usage is the same as after care.

All families will be charged through FACTS incidental billing. You will receive notification of your monthly invoice via email. Your established method of payment for tuition payments will be charged accordingly.

Late fee: There will be a penalty fee when a child(ren) is not picked up by 6:00pm. The penalty will be \$1.00 per minute per child after 6:00 p.m.

Overdue Payment: If payment is more than two weeks overdue, your child will no longer be allowed to attend aftercare. You will have to make other arrangements for your child(ren) after school.

Operations: A change of clothing can be sent with child for aftercare as long as he or she can completely dress themselves. Snacks are to be provided by the parents for their own child(ren). Parents are responsible for transportation arrangements for their child(ren). There will be a sign out procedure when child(ren) are to be picked up. No child(ren) will be allowed to leave before he or she is signed out. Children will not be allowed to leave after care with a person who is not a parent or is not listed as one of the approved pick-up persons on their aftercare registration form. If your child is to go home with a person not indicated on your form, written notice is required and must be sent the morning of to the office. Registration forms listed in SchoolAdmin must be completed before the child is allowed to attend the center.