

# St. Vincent<sup>TM</sup> de Paul

PARISH SCHOOL

## Aftercare Program

The Aftercare program is a supportive service for the families of St. Vincent de Paul Parish School. This program provides a range of activities conducted within a Catholic Environment, under the direction of faculty and staff of St. Vincent de Paul Parish School. The program compliments the philosophy and values taught by both the family and the school.

- Our Aftercare program is available from 3:00 p.m. to 5:30 p.m. each day that school is in session.
- Please use the weekly sign-up form (available on our website, at the Aftercare sign-out station or school office) to tell us which days each week that you intend for your child to stay after school. These forms must be turned into your child's homeroom teacher on the first day of the school week – each week. One form for family is fine, along with one payment check. We compile a list of all children staying after school and distribute the list to each teacher.
- Payment is as follows: \$7 a day per child, regardless of how long they stay in Aftercare. Please send your payment, in an envelope marked "Aftercare", with your child to school beginning on the first day of school. We collect the payments on the first day of every week - for payment of the week before. This way, if your schedule changes and you add or subtract days that your child is staying, you can adjust your payment. Failure to keep current on payments will result in the inability for your family to use the program.
- Our after school program is staffed each week with consideration of how many children are signed up on the first day of the school week to use it. With this in mind, at any time during the week, if you need to make a change, please send in a note with your child to his/her teacher. We request that you only call the office to make changes to your after school schedule when necessary – it is difficult to get the message to all those involved at the end of the school day.
- If your work schedule requires regular use of after-school care and you are interested in pre-paying your fees, please contact Mrs. Belair in the school office to set up a plan.

**\*\*EVERY FAMILY needs to please complete the Aftercare Program Registration Form and return it to school before their child(ren) can stay for Aftercare.**

**AFTERCARE PROGRAM**  
**ST. VINCENT DE PAUL PARISH SCHOOL**  
**Family Registration Form**

**Please Print:**

Residential Parent or Guardian

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

<u>Student's Name</u>	<u>Age</u>	<u>Grade</u>

Child Pick-up Authorization. In addition to the child(ren)'s parent/guardian, the following adults have permission to pick up the students named above:

Name of Adult: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Adult: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Adult: \_\_\_\_\_ Phone: \_\_\_\_\_

\*The Emergency Medical Form for your child(ren), signed by the parent/guardian, and kept on file with the school, ensures your wishes in the event of a medical emergency with your child during our Aftercare programs.

\*The principal reserves the right to remove any child from participating in any of the Aftercare programs if: the child is not picked up by 5:30 p.m. each day; and/or if child(ren) or parents/guardians do not comply with the behavior and conduct guidelines set forth by the handbook of St. Vincent de Paul Parish School; and/or my aftercare account becomes delinquent.

I \_\_\_\_\_ understand the above statements.  
(Please print name above)

Parent or Guardian Signature : \_\_\_\_\_

Date: \_\_\_\_\_

St. Vincent de Paul Parish School  
Aftercare Weekly Attendance Form

Week Of: \_\_\_\_\_

Please complete the form below indicating the days that your child/children will be attending our after school programs for the coming week.

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Please circle the days that you plan to use the <b>Aftercare Program</b> for the coming week:				
Monday	Tuesday	Wednesday	Thursday	Friday

Payment is \$7 per day per child. Your payment is due on the first school day of the following week.

Parent's Signature \_\_\_\_\_

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