



Saint James School Basking Ridge, New Jersey

After School Program

Summer 2011

General Information

St. James After School Care Program hopes to provide all children quality care in a safe, recreational environment that fosters mutual respect and offers children a variety of choices of developmentally appropriate and interest-driven activities.

Schedule

After Care Program will be on days when school is in session:

3:00 P.M. to 6:00 P.M.

If your child is absent from school, you do not need to notify the program. However, if your child attends school during the day but will not be attending the After School program on a regularly scheduled day, please send a note to your child's teacher. If your schedule should change and you decide not to use the program, please send a note to the teacher. **The program does not run on the days that school is closed or early dismissal due to weather emergencies. Also, the program does not run on half days before Thanksgiving, Christmas and Easter recesses.**

The Program will provide the opportunity for children to participate in a variety of active and quiet recreational and educational activities. They will have the opportunity to spend some time completing homework assignments.

The Release of Children

The pickup procedures for the After School Program.

- Only parents/guardians listed on the application are permitted to pick up the child/children.
- If another person will be picking up your child/children, please submit a Permission Form to the director. The person will be asked to provide a photo ID. You will receive this form in September.
- If a child remains past 6:00 p.m., the staff members will attempt to contact the parent/guardian on the application. The emergency contact will then be notified. There will be an additional charge of \$10.00 for each 15-minute period.

Tuition

A **one-time** Registration Fee is due with your registration in the amount of \$50.00 per child. Monthly tuition is due the 15th of the prior month. Your September tuition will be due on September 8th. **After care will begin on Thursday, September 8th.**

Tuition is payable in monthly installments. There is no prorating. If tuition is not received by the first day of the month for which you are paying, your child will not be allowed to attend the program. Upon your child's re-admission into the program, the full month's tuition is due. In the event a check is returned by the bank due to insufficient funds, a \$25.00 service charge will be imposed. Tuition is non-refundable.

School Closings

In constructing our school calendar, we have already taken into consideration the few holidays that school is not in session and have computed four (4) weather emergency days into that calendar as well. Your monthly tuition payment is based upon the average of 4 weeks per month, and does not change based on actual school days per month. You make the same payment whether or not there is a school holiday or weather-related closing in a particular week. We believe that you realize that we will only cancel school due to an extreme weather condition. We are very sensitive to the fact that you have an obligation to work in all but unsafe weather. We are committed to meet your needs and will continue to make that our priority.

Early Dismissals Due to Weather or Other Emergency

There will be no after school care. You will be responsible to pick up your child/children. You will be notified by email and/or the Instant Alert System. The decision will be made as early as possible. School will be dismissed at 1:00 p.m.

Student Absence

Because our costs remain constant throughout the school year, we cannot reduce your tuition payment if your family takes a vacation or if you choose to keep your child home for any reason. Regardless of whether or not a family goes on vacation, full tuition is due.

Administration of Medication

A nurse is not on staff during the After School Care Program. Program staff may not administer medications. If your child requires medication during those hours, please arrange for the administration at home in the morning, or by the school nurse near the end of the school day. In emergency medical situations, the Program staff may call qualified emergency personnel to attend to your child.

Code of Conduct

We encourage appropriate behavior by our students whether they are in school or in our Care Program. In the event that unacceptable behavior is exhibited, parents will be contacted by the Program staff. If the behavior is continual, the student may be removed from the Program.

Thank you for entrusting your child to our care. We are committed to providing a safe and enjoyable program. Please let us know if you have any questions or concerns.