



Saint Saviour Catholic Academy

Saint Saviour Catholic Academy After School Program

2022-2023:

Information, Policies and Registration

Saint Saviour Catholic Academy offers an After School program open to all grade levels. Please read the After School information and policies in their entirety. You can register your child(ren) for Saint Saviour Catholic Academy's After School Program by completing the registration on google forms by clicking [HERE](#).

Dates:

Monday, September 12th, 2022 to Friday June 17th (tentative)

After School begins for grades 1- 8 on Monday, September 12th.

After School begins for Kindergarten on Wednesday, September 14th.

After School begins for Pre-K, & Nursery will begin on Monday, September 19th.

Time:

Full day dismissal time (grade specific) to 6:00 PM

- There is no After School program when there is a half day dismissal.
- If your child is not picked up from regular school by 3:15pm (2:40pm for Nursery or Pre-K), they will be placed in After School even if you have not requested or registered for the service.
- To accommodate the difference in dismissal times, Nursery or Pre-K parents/guardians with older children enrolled at our Academy are able to pick up their Nursery and/or Pre-K student by 2:50pm without incurring fees. After 3:00 PM, regular rates will be incurred so Nursery/Pre-K students must be picked up first.
- Children must be picked up by 6:00 PM. Please be on time! Parents will be billed \$20 per every quarter hour (15 minutes) after 6:00 pm. Chronic lateness may result in removal from the program.

- No student may be placed in or returned to After School once they have been picked up by a parent or guardian. Parents/guardians will not be allowed to wait in the building. Students will be brought to the front door when they are being picked up.
- If your child normally self-dismisses (grades 5 to 8) and you need them to stay in After School as a last minute change, please contact the Main Office of SSCA at 718-768-8000 or Eddie Demera at EDemera@sscaparkslope.org, prior to their dismissal. Once a student leaves school property and is no longer in the care of an SSCA staff or faculty member, they may not return to the program.
- We understand that emergencies occur and that After School can be a great last minute childcare resource for families. Whenever possible, please contact both Eddie Demera and your child's homeroom teacher as early as possible on any day that you need to add After School coverage.
- In After School, students' cell phones must be kept turned off and in their backpacks or lockers. If not, they will be collected each day by the After School teacher, stored securely in the classroom and returned to students at dismissal.
- Please do not contact your child by cell phone during After School hours. In an emergency, or in the case that you need to notify them of when they will be picked up, contact the Main Office of SSCA at 718-768-8000 or Eddie Demera at Edemera@sscaparkslope.org.

After School Daily Schedule

At dismissal time, students who are staying in After School will be collected and taken to the designated school location for their age group. At 3:30 PM, after snack is served, there is time for homework, followed by recreation and/or creative projects. If your child is registered for an enrichment class, they will be picked up for class by the enrichment teacher at 3:30pm. After School staff will assist with homework but our staff to student ratio is not always conducive to one on one help. Weather permitting, children will go to the Parish courtyard, for walks in the neighborhood or to Prospect Park.

Enrichment Classes

We offer enrichment classes in our After School Program at an additional cost. At this time, we will not be offering classes provided by outside vendors. Classes will be taught by members of our faculty. There are 3 enrichment terms yearly: Fall, Winter, and Spring. Registration is required for each new term. Classes are subject to change and some must meet enrollment minimums. Please note, enrollment is limited and on a first come first served basis. The Fall Enrichment packet will be e-mailed to all families with further details and instructions. Instructions for registration will also be made available at that time. **Discounts on enrichment classes are applied for those children whose families have pre-paid for After School**

either yearly or by trimester until at least 4:30pm (see payment options below). If you are using the monthly pay option, you are not billed for the time that your child is in an enrichment class.

Registration

Families may choose the coverage (regular After School, Enrichments or combination of the two) that works best for their childcare needs and budget. If you would like to register your child for the After School Program, please fill out the registration on the provided google form link. Please be sure to officially register your child so that we may staff accordingly. Checks/money orders should be made payable to Saint Saviour Catholic Academy.

Regular After School Payment Options

Pre Payments:

Families who pre-pay their After School fees receive a discount. (See chart for fees) •

Yearly: If you pre-pay yearly you will receive a 20% discount. Payment is due by the start of the program.

• Trimesters: If you do 3 payments you will receive a 10% discount.

○ Trimester payments due: By the start of program, 12/3/21, 03/18/22

• For those who will be using our program for less than five days a week, we will prorate accordingly.

Pick- Up Time	Single Child (Regular)	Single Child (Trimester 10% Discount, split into 3 payments)	Single Child (Yearly 20% Discount)	Family (2 or more children) (Regular)	Family (Trimester 10% Discount, split into 3 payments)	Family (Yearly 20% Discount)
4:00 PM	\$1,700	\$1,530	\$1,360	\$2,550	\$2,295	\$2,040
4:30 PM	\$2,550	\$2,295	\$2,040	\$3,825	\$3,440	\$3,060
5:00 PM	\$3,400	\$3,060	\$2,720	\$5,100	\$4,590	\$4,080
5:30 PM	\$4,250	\$3,825	\$3,400	\$6,375	\$5,735	\$5,100
6:00 PM	\$5,100	\$4,590	\$4,080	\$7,650	\$6,885	\$6,120

Monthly Payments:

• After School fees are charged by the half hour: \$5 – Individual / \$7.50 – Family (2 or more children) You will be charged for a full half hour if your child stays for part of the next half hour cycle.

- Children must be picked up by 6:00 PM. **Please be on time! Parents will be billed \$20 per every quarter hour (15 minutes) after 6:00 pm.**
- Monthly invoices will be sent via email after the end of each month, since billing for monthly accounts is based on attendance.

Payment Policies

- Your bill must be paid within two weeks after receiving the monthly invoice. Please pay promptly. Failure to pay on time will result in a \$25 late payment fee.
- Accounts in arrears at the end of a trimester will result in your child's dismissal from After School. Once your overdue balance is addressed, your child can be reinstated.
- Accounts in arrears cannot register for enrichment classes.
- There is no hard deadline for choosing a prepayment option. Should you require time to figure out your schedule as the school year progresses, changes to your prepayment status can be made at the discretion of the After School director.

Sign-Out Policy

The person authorized to pick up your child from After School must sign them out by printing and signing their name and writing the exact pickup time on the sign out sheet. **Failure to write in a time will result in a full day charge of \$30 (single child) or \$45 (2 or more children enrolled). The After School Director and staff will reference the authorized pick-up person information your family provided to the school. Your child's safety is our highest priority; therefore, we will always perform our due diligence when we are unsure of someone's identity and identification will be requested.**

Behavior Policies

Please reference the Saint Saviour Catholic Academy Handbook 2022-2023

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