



ST. FRANCIS de SALES  
CATHOLIC SCHOOL  
[www.stfrancisdesales.net](http://www.stfrancisdesales.net)

School Year 2023-2024  
Before/Aftercare Program

July 5, 2023

Dear Parents,

Saint Francis de Sales Catholic School offers an Afterschool and Before-school Care Program. Our program is certified by the State of Maryland Office of Childcare. As such, we are required to conform to various guidelines set down by this state agency. There is a limit to the number of students that can be enrolled due to these regulations. Priority for enrollment registration will consist of those children who attend on a regular basis and families who have completed the necessary paper work and payment requirements. All students must have the required Maryland State Health Inventory on file and be registered to attend.

The cost of the Beforecare Program is \$5.00 per day for regular participants and \$10.00 per day for any registered "drop-in" students. The before school program will be from 7:00 am to 8:00 am.

The cost of the Aftercare Program is \$10.00 per day for regular participants and \$15.00 per day for any registered "drop-in" students. The hours of the program are from 3:00pm until 5:30pm. On days of early dismissal, the hours are from 12:00pm until 5:30pm. As a reminder, children are expected to bring their lunch on days of early dismissal. Parents are welcome to pack their child an afternoon snack.

Families who register for both Before and Afterschool care for five days per week will receive a \$10.00 discount per week.

Payment is due each week by the first scheduled day of attendance in the program. Failure to remain current with payment (delinquency of more than two weeks) will result in removal from the program. Please note that there will be no after care bills sent for payment. Parents will be charged for the number of days they have indicated their children will attend. This total also includes any day(s) of absence. There is no charge for days on which school is not in session. Balances due will be added to the family's FACTS account.

\*Additionally, please know that these programs are provided each day that school is in session except for: the first and last days of the school year; Christmas and Easter holidays; along with the final day of Catholic Schools Week in February.

Parents who wish to participate in either of these programs are asked to please complete the registration and to return the form to the school office by Friday, September 1<sup>st</sup> (although earlier would be appreciated). And please note that the program will begin on Tuesday, September 5<sup>th</sup> for all grades.

Should you have any specific questions regarding the Before or Afterschool Care Program, please feel free to contact the school office.

Sincerely,

500 Camden Avenue  
Salisbury, Maryland 21801

Phone 410-749-9907  
Fax 410-749-9507



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Mrs. Debra Traum  
Principal

### **Childcare Registration and Contract**

Parent's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Name(s) and Grade Level of Children Attending:

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

**Please check one:**

Before/After School Care

**Please circle:**

\_\_\_\_\_/\_\_\_\_ My child(ren) will attend one day a week on  
One day Weekly \_\_\_\_\_ Monthly \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_ My child(ren) will attend two days a week on  
Two days Weekly \_\_\_\_\_ Monthly \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_ My child(ren) will attend three days a week on  
Three Days Weekly \_\_\_\_\_ Monthly \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_ My child(ren) will attend four days a week on  
Four Days Weekly \_\_\_\_\_ Monthly \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_ My child(ren) will attend five days a week  
Five Days Weekly \_\_\_\_\_ Monthly \_\_\_\_\_

Mon. Tue. Wed. Thu. Fri.

Mon. Tue. Wed. Thu. Fri.

Mon. Tue. Wed. Thu. Fri.

Mon. Tue. Wed. Thu. Fri.

Mon. Tue. Wed. Thu. Fri.

\_\_\_\_\_/\_\_\_\_ Please register my child(ren) on the "Drop-In" List

**DROP-INS:** Any situation that requires drop-in service to be used for a registered student is \$15.00 for Aftercare and \$10.00 for Beforecare - PAYABLE AT TIME OF PICK-UP.

The cost of the Before/After School Program is \$5.00 per day for registered participants and \$10.00 per day for any "drop-in" students. The After/Before School program is \$10.00 per day and for registered participants and \$15.00 per day for any "drop-in" students. Payment is due each week on the first scheduled day of attendance. Parents will be charged for the number of days they have indicated their children will attend and will be charged regardless of attendance. You will be charged for all days that aftercare is provided that you have requested on this form.

**Parents who pick up children after 5:30 pm will be assessed a fee of \$5.00 per 5 minutes of tardiness.** This fee will be an additional charge added to your weekly bill.

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Each family must provide the following:

- Childcare Registration and Contract
- Emergency Contact Form
- MD State Health Inventory

**EMERGENCY CONTACTS FORM**

Father's Work Phone: \_\_\_\_\_

Father's Cell Phone: \_\_\_\_\_

Mother's Work Phone: \_\_\_\_\_

Mother's Cell Phone: \_\_\_\_\_

**OTHER PERSONS AUTHORIZED TO PICK UP CHILD(REN) – PHOTO ID REQUIRED**

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Forms that are required by both SFdS and the Maryland Department of Education – Office of Childcare are available on our website under the Aftercare Services tab. This includes the required Health Inventory per the State of Maryland – Office of Childcare. It is **IMPERATIVE** that the forms are updated and signed by Parents or Guardian and the Doctor. The coordinator of the program needs to have a copy on file before any children may attend. Thank you in advance for your prompt attention to this request!

Principal: Mrs. Debra Traum

Coordinator: Jane Whittaker

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Salisbury, Maryland 21801

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

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

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