



ST. FRANCIS
DE SALES
CATHOLIC SCHOOL
www.stfrancisdesales.net

July 6, 2017

Dear Afterschool Care Parents,

Saint Francis de Sales Catholic School offers an Afterschool 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.

The cost of the program will be \$8.00 per day for registered participants and \$15.00 per day for any registered “drop-in” students. Families with more than one student will pay \$7.00 for each additional child enrolled. Payment is due each week by the last scheduled day of attendance in the program. Failure to remain current with payment (delinquency of more than two weeks) will likely 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.

The hours of the program are from 3:10pm 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. On a side note, the program will provide a snack and a drink for the children each day. Additionally, please know that aftercare is provided each day that school is in session except for: the first and last days of the school year; the day before Thanksgiving, Christmas and Easter holidays; along with the final day of Catholic Schools Week and the day that is assigned as our emergency evacuation/off-campus dismissal drill. Lastly, as a point of reference, Ms. Jane Whittaker will once again serve as coordinator for the program.

Parents who wish to participate in the after school program are asked to please complete the application and to return the form to the school office by Thursday, August 31st (although earlier would be appreciated). And please note that the program will begin on Wednesday, September 6th.

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

With PENGUIN PRIDE!
Mrs. Debra Traum
Principal

500 Camden Avenue
Salisbury, Maryland 21801

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



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After School Program Registration and Contract

Parent's Name: _____

Home Address: _____

Home Phone: _____

Name(s) and Grade Level of Children Attending:

Please check one:

- My child(ren) will attend one day a week on _____
- My child(ren) will attend two days a week on _____
- My child(ren) will attend three days a week on _____
- My child(ren) will attend four days a week on _____
- My child(ren) will attend five days a week on _____
- Please register my child(ren) on the "Drop-In" List

Please circle:

- 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.

After there are 30 students enrolled, considerations will be made to allow additional students to be enrolled for one day a week.

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

The cost of the program is \$8.00 per day and for registered participants (Families with more than one student will pay \$7.00 for each additional child.) and \$15.00 per day for any "drop-in" students. Payment is due each week by the last 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.

Parents who pick up children after 5:30 pm will be assessed a fee of \$5.00 per 5 minutes of tardiness. This will not be prorated. This will be a separate billing by the coordinator and paid separately to that individual within one week.

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EMERGENCY CONTACTS

Father's Work Phone: _____

Father's Cell Phone: _____

Mother's Work Phone: _____

Mother's Cell Phone: _____

OTHER PERSONS AUTHORIZED TO PICK UP CHILD(REN)

Name: _____

Relationship to child: _____

Name: _____

Relationship to child: _____

Forms that are required by both SFdS and the Maryland Department of Human Resources are available on our website under the OUR SCHOOL tab with the drop-down item labeled AFTER CARE PROGRAM. 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

Parent or Guardian Signature: _____

Date: _____

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