



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

July 2, 2018

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.

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. Children will receive a drink and a morning snack.

The cost of the Aftercare Program is \$8.00 per day for regular participants and \$15.00 per day for any registered "drop-in" students. The hours of the program are from 3:10pm 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. Children will receive a drink and 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 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.

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; the day before Thanksgiving, Christmas and Easter holidays; along with the final day of Catholic Schools.

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 Thursday, August 30<sup>th</sup> (although earlier would be appreciated). And please note that the program will begin on Wednesday, September 5<sup>th</sup>.

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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**Childcare Registration and Contract**

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

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

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

Name(s) and Grade Level of Children Attending:

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

Please check one:

Before-school Care/Afterschool Care

- \_\_\_\_\_/\_\_\_\_ 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
- \_\_\_\_\_/\_\_\_\_ 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.

**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-school Program is \$5.00 per day for registered participants and \$10.00 per day for any "drop-in" students. The Afterschool program is \$8.00 per day and for registered participants 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 Aftercare Services tab. 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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