



# Saint Ann's Academy Extended Care Program Parent/Student Handbook

## Mission

Saint Ann's Academy, a Roman Catholic school steeped in tradition, provides a culturally diverse environment and a challenging academic program. We prepare our students to be independent thinkers instilled with global perspective and guided by Christian values.

## Purpose

The Extended Care Program is designed to provide quality care for children of Saint Ann's Academy by supporting the regular school program and strengthening the students' academic, social, physical, and spiritual development throughout the extended care hours.

### I. Hours:

Before school care operates from 7:00 AM until 8:05 AM each regularly scheduled school day. After school care operates from 3:00 PM until 6:00 PM each regularly scheduled school day. The Extended Care Program does not operate when school is not in session.

**THERE WILL BE NO AFTER SCHOOL CARE on 12:00 Noon Dismissal days, including the first Friday of each month, and the first and second Fridays in October, December, February, and April.**

In cases of inclement weather please refer to and follow the **INCLEMENT WEATHER POLICIES** as stated in the St. Ann's Academy Parent/Student Handbook (Section 11).

## II. Registration:

All students who use the Extended Care Program services, whether full time or on an as needed basis must be registered. In order to register your child for the Extended Care Program, the following documents must be completed and given to the Extended Care Director:

- Registration Form
- Emergency Form

A non-refundable fee of \$30.00 per child is also required. Registration must be renewed each school year.

## III. Fees:

### Before School Care

Daily: \$2.00 per child

### After School Care

Monthly: \$225 per month for 1 child  
\$350 per month for 2 children from the same family  
\$475 per month for 3 children from the same family

Daily: \$17.00 per day for 1 child  
\$27.00 per day for 2 children from the same family  
\$37.00 per day for 3 children from the same family

## IV. Billing:

### Monthly

Families who use the After School Care services on a regular, or monthly, basis will be placed on an automatic draft system. The appropriate fees, according to the monthly rates, will be withdrawn from a selected bank account on the 5<sup>th</sup> day of each month.

### Daily

Families who use the After School Care services on a drop-in, or daily, basis and families who use Before School Care will be charged the appropriate fees according to the daily rates. Statements based on number of children/days in attendance will be made available to parents by the 10<sup>th</sup> day of the following month. Payment will be due by

the 20<sup>th</sup> day of each month and paid online. A penalty fee of \$25 will be charged for any late payment and for each subsequent 30 day period for which the payment remains overdue. There is also a \$30.00 penalty fee for any payment not clearing the bank.

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If payment is in arrears, the student(s) may be denied permission to attend the Extended Care Program services and/or to graduate, and no records will be transferred until payment is made.

V. **Late Pick-up Penalty Fee:**

Late fees are charged when children are not picked up from the After School Program by 6:00 PM. The late fee is **\$2.00 per child for each minute** after 6:00 PM. Whether your child is registered as a monthly or a daily attendee, late fees will be assessed in the same manner as the daily rate; a statement will be made available by the 10<sup>th</sup> day of the following month and payment will be due by the 20<sup>th</sup> day of the month. Penalty fees, as stated above, also apply. The fees must be submitted online.

It is **very important** for both children and staff that you pick up your child/children from the After School Program by 6:00 PM. If an emergency occurs, please make arrangements for one of the authorized adults on your child's emergency contact form to pick up your child by 6:00 PM. Telephoning to say that you will not be able to pick up your child/children by 6:00 PM will not exempt you from being considered late or from late fees.

**If a child is picked up late more than 5 times during the school year removal from the program may result.**

VI. **Non-Registered Use:**

Students who are not registered and use the Extended Care Program in the case of an emergency will be charged **\$25 per day** regardless of the number of hours present. After two uses of the program on an emergency basis, parents must register, otherwise a **\$30 per hour rate** applies.

Please note that **any student who remains on school grounds after 3:30 PM will be placed in the After School Program** and parents will be billed the emergency fee of \$25 per day. After two late pick ups, the \$30 per hour rate applies.

**VII. Snack:**

To ensure the health and safety of all children in the Extended Care Program, we kindly ask for your cooperation with the following guidelines concerning snack time during After School Care:

- Parents are responsible for providing their children with their own snack.
- Food cannot require refrigeration or special storage.
- Students will be instructed not to share snacks.
- Do not send gum, candy, soda, or empty calorie “junk foods.”

*\* If your child is allergic to certain foods or is on a special diet, please be sure to notify the Extended Care Director.*

**VIII. Illness and Emergencies:**

In the event that a child becomes ill or injured during the Extended Care Program, the staff will take the necessary steps to make the child as comfortable as possible until a parent or an authorized adult can be notified to pick up the child.

In the event of an emergency, the student’s parent or legal guardian will be notified immediately. If the parents or authorized adult cannot be reached, the staff will pursue emergency medical treatment that serves the best interest of the child as indicated on the emergency contact form submitted at the time of enrollment.

To better serve the needs of your child, please keep the information on the emergency contact form current. Submit any changes in writing to the Extended Care Director or complete and submit a new emergency contact form.

**IX. Discipline:**

Students enrolled in the Extended Care Program are required to observe the same standards of behavior that exist during the regular school day. Students are expected to be considerate and respectful of others and are obligated to comply with all school rules as listed in the St. Ann’s Academy Parent/Student Handbook. Staff members and the director will handle infractions as they occur and notify parents accordingly. Refer to the Parent/Student Handbook for further details regarding specific rules of conduct.

**Cooperation among parents, staff, and students is important to the success of the Extended Care Program. If at any time you have any questions or concerns please feel free to contact the Extended care Director at (202) 363-4460.**

**Extended Care Parent/Student Handbook  
Signature Page**

I have read and understood the policies of the Extended Care Program for Saint Ann's Academy. I agree to abide by all its provisions.

I understand that my obligation to pay the fees for the Extended Care Program is unconditional and that no portion of such fees so paid or outstanding will be refunded or canceled notwithstanding the subsequent absence, withdraw or dismissal of the student(s) from Saint Ann's Academy.

I understand that in signing this contract I agree to accept all the rules and regulations of Saint Ann's Academy as presented in the Parent/Student Handbook and/or as initiated or amended throughout the course of the year.

I understand that if payment is in arrears the student(s) named below may be denied permission to attend Extended Care Program and/or to graduate and no records will be transferred until full payment is made. I also understand that a \$25 penalty fee will be charged for each overdue payment and for each subsequent 30 day period in which payment remains overdue. I understand that I incur a \$30 penalty fee for any payment not clearing the bank.

I understand that not adhering to the policies of the Extended Care Program may result in termination of services. I understand that by signing below I agree to all the policies set forth by the Extended Care Program.

Student(s):

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

\_\_\_\_\_  
Parent or Guardian Financially Responsible

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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

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

Home phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

