

**St. Francis Xavier School
After School Care Program
215 Betz Place
Metairie, LA 70005
(504)833-1471/Fax:(504)833-1498**

July 2011

Dear Parents,

The After School Care program for next year will remain very similar to what it has been in the past. After School Care will begin immediately upon dismissal at 3:00pm and will run until 6:00pm each day.

The After Care faculty is comprised of **full-time staff**. Students will be served a drink and snack, and will be allowed to participate in games and free play while waiting for pick up. Additionally, a faculty-supervised Study Hall will be available for parents who elect this option for their children.

The After School Care program is designed for those parents who are working and cannot make it to school at a regular time each day. Students are charged an hourly rate of \$3.00 per hour **for the hours that they use**. The total charge is computed every two weeks, a statement will be sent home showing the billing and payments for the previous two weeks.

Student(s) will not be able to participate in the After School Care program if their accounts are 30 days or more past due. Parents of students suspended from After School Care for past due accounts will be called to come pick up their child/children, they must be picked up before 4:00pm. A \$10.00 charge per child must be paid at time of pick up.

In conjunction with the After Care program, a Before School Care program is also available. Faculty is on hand from 7a.m. each day for working parents who must drop off their children early. There is no charge for this service, but **we do ask that children not be dropped off prior to 7:00am.**

If you anticipate using this program, please complete the After School Care registration form and return it with the **\$30.00 per child registration fee** to the school office prior to the opening of school. This will allow us to plan for personnel and insurance needs for the coming year. **DO NOT SUBMIT a registration form if your account is not current.**

Once again, let me say that we are looking forward to working with you during the coming year.

Cordially,

Steve Vaccaro
Business Manager

St. Francis Xavier School

AFTER SCHOOL CARE
REGISTRATION AND EMERGENCY FORM

THIS SPACE FOR OFFICE USE ONLY:

REG. \$30.00 PER CHILD CASH CHECK#

DATE: _____

<u>Student</u>	<u>Teacher</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Home Address _____ Home # _____

Father's Name: _____ Work#: _____

Father's email : _____

Mother's Name: _____ Work#: _____

Mother's email: _____

Physician Name: _____ Physician#: _____

Hospital Choice: 1. _____ 2. _____ 3. _____

Insurance Name: _____

Names of two people to contact if you cannot be reached:

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Study Hall

Two of our After School Care staff will be supervising students in a study hall each afternoon. Students will work on their homework and prepare for tests.

Please enroll my child(ren) in Study Hall? YES _____ NO _____

Parent/Guardian Signature: _____