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Michele Pasquale, *Principal*

September, 2017

Dear Parents,

Saint Brendan's After-School Program will begin on Monday, September 11<sup>th</sup> for grades K-8, and for Pre-K it will begin on Monday, September 18<sup>th</sup>. To enroll your child in the program, return a completed application form and staff from the office will refer you to SMART for payment enrollment. If your child receives a scholarship please contact the office regarding fees. **All monthly fees must be submitted through SMART; the office is no longer accepting payment in the office.**

***\*\*NO CHILD MAY ATTEND THE SAINT BRENDAN PROGRAM UNTIL THE REGISTRATION FORMS AND FEE ARE PAID. \*\****

Saint Brendan's After-School Program provides children with a safe, caring environment staffed by professional teachers. Children who have been in school all day need an opportunity for different forms of recreation before concentrating on homework and other academics. With this in mind, the program is organized with special times for individual and group activities, outdoor playtime (weather permitting), arts/crafts, as well as an opportunity each afternoon for homework, study and reading.

The philosophy, Christian values, and goals that permeate Saint Brendan School provide the foundation for our After-School Program.

We look forward to working with you to provide an After-School Program that will meet the needs of your child.

Sincerely,

*Ms. Michele Pasquale*

Ms. Michele Pasquale  
Principal

# **After-School Program Guidelines 2017 - 2018**

- ❖ **After-School payments are due by the 20<sup>th</sup> of each month and will be billed through SMART. Any payment received after the 20<sup>th</sup> is automatically assessed a \$45 late fee. We are no longer accepting payments in the office.**
- ❖ **Please send a snack with your child each day. On days with noon dismissal send lunch, snacks and a change of clothes.**
- ❖ **The After-School Staff oversees and supervises homework. We are available to answer questions, but *do not* offer tutoring services. Please contact your child's teacher if you would like tutoring. Also, please be sure to check your child's assignments and continue the homework process each evening.**
- ❖ **Each child *MUST* bring a book to read each day in the event that he/she claims the homework is complete.**
- ❖ ***No* child may go back to the classroom for any reason. Each child is responsible to have his/her own books and assignments. There is no sharing during homework time.**
- ❖ **Please use a laundry marker (available at CVS) and label every article of clothing with the child's name. After-School is *NOT* responsible for lost items.**
- ❖ **Please *DO NOT* send any electronic games, trading cards, or valuables with your child. The After-School Program will *NOT* be held responsible for any lost or damaged items.**
- ❖ **In case of an EMERGENCY ONLY: the telephone number for the After-School is 718-655-4984. This telephone number is only operational from 2:30pm – 600pm, Monday through Friday. Again- this number is for EMERGENCY only – *NO* personal messages will be relayed or received.**
- ❖ **Parents / Guardians *MUST* sign the child out when picking up form After-School.**
- ❖ **Any child picked up after 6:00pm will be charged an additional fee. \$25 for every 15 minutes, including any amount of time from 6:01pm – 6:15pm.**
- ❖ **If the child is left more than twice, you may be asked to remove the child from the program.**

**Your cooperation is always appreciated. If you have any questions, please contact Ms. Pasquale during the school day at 718-653-2292.**

**Saint Brendan's After-School Program  
Application 2017 -2018**

**-ALL ITEMS MUST BE COMPLETED-**

**(PLEASE PRINT NEATLY)**

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Address: \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Home Telephone: (       ) \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ Work # (       ) \_\_\_\_\_

Cell or other # (       ) \_\_\_\_\_

**Father's Name:** \_\_\_\_\_ Work # (       ) \_\_\_\_\_

Cell or other # (       ) \_\_\_\_\_

**If your child is sick, or in the event of an emergency, and we are unable to contact you, list the full name and working telephone numbers of relatives that we may contact. If your child is not picked up by 6:00pm by a parent / guardian, we will contact the people listed below to pick up your child.**

1. Name: \_\_\_\_\_ Phone: (       ) \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: (       ) \_\_\_\_\_

**List the complete name and working telephone number of any person you AUTHORIZE to pick up your child from Saint Brendan's After-School Program. Please indicate if your child is ONLY to be released to his/her parent/guardian.**

1. Name: \_\_\_\_\_ Phone: (       ) \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: (       ) \_\_\_\_\_

**List all allergies, medications. Special conditions (asthma, etc.) that relate to your child:**

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

**Complete BOTH SIDES of this application and the \*\$50 registration fee for afterschool will be paid through SMART TUITION.**

**Return the application to the school office in a clearly labeled envelope.**

Please check the program that you would like to enroll your child in: (check one)

1. **FULL TIME PLAN "A"** \_\_\_\_\_ **\$200 per month**  
\_\_\_\_\_ **\$175 per child per month 2 or more**

This applies to any child attending **3 or more days per week but is picked up by 6:00pm.**  
Payment is due on or before the 20<sup>th</sup> every month (including September) via SMART.

2. **PART TIME PLAN "B"** \_\_\_\_\_ **\$125 per month**  
\_\_\_\_\_ **\$100 per child per month 2 or more**

This applies to any child attending the program **no more than 2 days per week till 6pm.**  
Payment is due on or before the 20<sup>th</sup> every month (including September) via SMART.  
If your child attends more than 2 days in any week you will be charged the full time rate of \$200.

3. **EARLY PICK UP PLAN "C"** \_\_\_\_\_ **\$95 per month**  
\_\_\_\_\_ **\$60 per child per month 2 or more**

This applies to any child attending the program five (5) days a week but **is picked up by 4:00 pm every day.** Payment is due on or before the 20<sup>th</sup> of every month (including September) via SMART

**\*\*\*If your child receives a scholarship please contact the office regarding fees. \*\*\***

**All payments are to submitted through SMART and if received AFTER the 20<sup>th</sup> will be assessed a \$45 late fee.**

**Pick up each day is to be BY 6pm. There is a late pick-up charge of \$25 for every 15 minute period.  
(Or any part thereof).**

*\*\*The administration reserves the right to remove a child from the program, when the administration, in its judgment, deems such action appropriate. \*\**

**\*\*Please initial here if you have received a copy of the After- School Guidelines  \*\***

**Parent signature:** \_\_\_\_\_

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