



St. John the Evangelist Catholic School

513 Parkside Circle, Streamwood, IL 60107

BEFORE AND AFTER SCHOOL CARE PROGRAM GUIDE

GRADES Preschool – 6th

2016-2017

For the 2016-2017 school year, Before and After School Care will be offered from *6:45 to 7:40 a.m. and from 2:45 to 5:30 p.m. OPEN/CLOSE TIMES ARE FIRM! ***Early arrival fee** will be added for arrivals between 6:45-7:00 a.m. After School Care will only be available on *REGULAR, FULL DAYS* of school. (Before School Care will be available on 11:30 a.m. dismissal days.) *THERE WILL BE NO BEFORE or AFTER SCHOOL CARE ON HOLIDAYS, or during CHRISTMAS or SPRING BREAK. (If school is cancelled due to weather or emergency, the Before and After School Care Program is also cancelled.)* Occasionally After School Care may be cancelled due to special school programs or emergency conditions; you will be informed as early as possible when you need to make alternate arrangements for 2:45 pick-up, and to minimize any inconvenience.

Before and After School Care is open to St. John the Evangelist School students only, Preschool through 6th Grade. *Through special circumstances, the program can be used for 7th and 8th grade students; special written request and/or a conference with the principal and program staff is required.* If you are interested in using the program, please COMPLETE THE BEFORE AND AFTER SCHOOL CARE REGISTRATION FORM AND RETURN IT TO THE SCHOOL OFFICE. If you have any questions, please call 630-289-3040, ext. 56. All participating students (full-time, part-time, drop-in, and emergency use) must have an up-to-date, completed Before and After School Care registration form on file.

FEES AND OTHER PERTINENT INFORMATION:

Registration Fee. There is a yearly registration fee of \$50.00 per family; it will added to the first month's billing statement. Do not pre-pay registration fee. If you use the program on a drop-in/emergency basis, the registration fee will be added to your first billing statement after use.

1a. Fees for REGULARLY SCHEDULED Before and After School Care (**early arrival and standard arrival**):

- The fee for ***EARLY ARRIVAL Before School Care** is \$6.00 per day (6:45-7:40 a.m., no earlier) **OR** \$4.50 per day for **STANDARD ARRIVAL** after 7:00 a.m. (7:00-7:40 a.m.)
- YOU MUST CHOOSE ONE Before School Care OPTION: **early arrival** or **standard arrival** 7:00 a.m. on your application. Unfortunately, we cannot switch as needed, because *early arrival* staffing must be pre-arranged.

NOTE: If you arrive before 7:00 a.m., you will be charged EARLY ARRIVAL fee of \$6.00. NO ARRIVALS BEFORE 6:45 a.m.

- The fee for After School Care is \$6.00 per hour for the first child, \$3.50 per hour for each additional child within a family – **ASCare CLOSSES AT 5:30 p.m. (no later).**

1b. Fees for DROP-IN or EMERGENCY USE of Before and After School Care:

- The fee for drop-in/emergency use for Before School Care is 7.00 per day– **OPENS AT 7:00 a.m. (6:45 a.m. if pre-arranged)**
- The fee for drop-in/emergency use After School Care is \$7.00 per hour for the each child– **CLOSSES AT 5:30 p.m. (no later).** *Please send a note to your homeroom teacher(s) and school office to request drop-in service so that appropriate staffing can be arranged and an application can be sent home. If an emergency occurs during the school day and After School Care is needed, please call the school office at 630-289-3040, ext. 56 - before 2:00 p.m. NOTE: The school office closes at 3:00 each day.*

NOTE: Drop-in/ emergency use fees apply to families that do not use the program on a regular basis. For example, if you are a regularly scheduled, part-time ASCare user and you have an occasional need for Before School Care or an occasional change in your part time schedule, your fee will not change.

2. Before School Care is billed as a daily fee:

- **EARLY ARRIVAL** \$6.00/day (6:45-7:45 a.m.) **OR**
- **REGULAR ARRIVAL** \$4.50/day (7-7:45 a.m.).

After School Care is billed in hourly increments (the school has "atomic" clocks for accurate time):

- You are billed 1 hour if your child is picked up by 3:45 p.m.
- You are billed 2 hours if your child is picked up by 4:45 p.m.
- You are billed for 3 hours if your child is picked up after 4:45 p.m.

Phone 630-289-3040

Fax 630-289-3026

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3. **Late Charge. Students in After School Care MUST BE PICKED UP BY 5:30 p.m. YOU WILL BE CHARGED \$10.00 PER MINUTE PER CHILD AFTER 5:30 P.M.** If continuously late (after 5:30 p.m.), we will regretfully ask you to make other arrangements for your child/children. In order to avoid late charges, please have a planned, alternate arrangement for pickup in cases of severe weather, an unexpected delay at work, or unexpected traffic. **IF YOU ARE DELAYED PLEASE, CALL THE AFTER SCHOOL CARE PHONE BEFORE 5:30 p.m. TO ALERT THE STAFF @ 630-289-3040, ext. 43.** Do not call the school office after 3:00 p.m. Please provide an emergency number where you or another authorized adult on file can be reached after 5:30 p.m., if necessary. We realize the late fee is extreme; however, it is a great inconvenience to keep our staff after 5:30 p.m. and they must be fairly compensated for staying late. For safety reasons and per Archdiocese of Chicago guidelines, ALL staff members must remain until all children are picked up.
4. **Billing Cycle.** Family billing statements will be issued on a monthly basis.
 - Your balance due at the end of each month will be *automatically transferred to your tuition account* (this will be noted on your statement), to be paid as one combined payment during the month following billing. For example, your September fee total for Before and After School Care will appear as a separate line item on your October tuition bill.
 - All payments must be received in the Parish Office. No Before and After School Care payments WILL NOT BE ACCEPTED at school. You will be able to use your same method of paying tuition when paying your Before and After School Care balance (monthly check or Internet payment).
 - Note: If you pre-pay your school tuition, you will still be billed for Before and After School Care use on a monthly basis on your tuition statement, and payment must be made through the parish office.
5. **Emergency contact.** In case of an illness or an emergency in Before or After School Care, please make sure that someone in authority is accessible at all times through the phone number(s) on the program registration form. If work or cell phone numbers change, please inform the school office and Before and After School staff.
6. Children in Before and After School Care may bring their own healthy snack (no carbonated drinks, sweet desserts, cookies, or candy). Snacks are not be provided to children who do not have a snack from home.
7. **Children must be "signed in" for Before School Care, and "signed out/pick up time indicated" for After School Care** by a parent or authorized adult/guardian. Pick-up and drop-off instructions will be provided.
8. In case of any change in regularly scheduled care, or for drop-in requests, please send a note to school OR call the school office BEFORE 2:00 p.m. at 630-289-3040 ext. 56. Please keep the office and the program staff informed of any changes in phone numbers.
9. Children in the After School Care Program have a designated snack time, homework/quiet time, game/craft time, and outside play time (weather permitting) each afternoon. On inclement weather days, a video may be shown when all homework is complete. We do not provide formal tutoring or individual homework help during Before and After School Care. *Children/parents are not allowed to return to their locker/homeroom after 2:45 p.m. for forgotten items.*
10. Parents may send a change of clothing for After School Care, if needed for *extracurricular* activities. PLEASE mark all clothing/belongings with your child's name, especially school sweatshirts, sweaters, backpacks, and lunchboxes. **NO PERSONAL TOYS are allowed in Before or After School Care.**
11. All children in the Before and After School Care Program are expected to behave as Catholic, Christian students of St. John the Evangelist School: treating themselves and others respectfully, being respectful of all staff, respecting and taking care of the Before and After School Care supplies, following the program schedules and procedures, being safe, and cleaning up after themselves. Any inappropriate behavior issues will be discussed with parents on an individual basis.
12. Before and After School Care is staffed by teachers and trained staff and adults. For billing or program questions or concerns, feel free to contact Mrs. Kruse at dkruse@mystjohns.org For tuition statement questions, contact the Parish Bookkeeper.

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