



# ST. AMELIA SCHOOL

*A National School of Excellence*

2999 Eggert Road, Tonawanda, New York 14150-7199

Phone: (716) 836-2230

Email: [office@stameliaschool.org](mailto:office@stameliaschool.org)

Fax: (716) 832-9700

Website: [www.stameliaschool.org](http://www.stameliaschool.org)



## AFTER-SCHOOL PROGRAM

**Program:** Any students in pre-Kindergarten (FULL-DAY and AFTERNOON SESSIONS ONLY) through grade 6 are eligible to attend. Students will be supervised in various indoor and outdoor activities (weather permitting). Crafts, computers, video, rest time, quiet time, story time, homework time will also be part of the program. A completed After-School Registration Form **MUST BE COMPLETED PRIOR** to anyone's participation in the After-School Program.

**Personnel:** Two full-time teachers, an adult coordinator and student assistants are on duty each day. The staff/student ratio is 1:10. Mrs. Colleen Milette is the coordinator of the program; if you have any problems, comments or concerns, please see her. The phone number for the After-School Program is 868-5880.

**Payment & Fees:** **PAYMENT MUST BE RECEIVED ON THE FIRST DAY OF THE WEEK** (or the first of the month, if you pay monthly). Daily rates **MUST BE PAID ON THE DAY OF ATTENDANCE**, in order for your child to participate in the program. In the event of an emergency, payment must be made at the time you pick up your child. Family rates and/or daily rates are listed below.

**\*\* STUDENTS WILL NOT BE PERMITTED TO ATTEND IF ACCOUNTS ARE NOT PAID UP TO DATE!**

**Times:** Following regular school dismissal until 5:30 p.m. on each day St. Amelia School is in session for the full day.  
→ There will be **NO** after-school program on days we are not in session. Fees will not be charged on these days.  
→ If your child is absent, payment will be adjusted according to the number of days your child attends.  
→ During holidays, weekly-care participants may deduct the appropriate amount.  
→ The After-school Program will run on early release days, unless stated - - *fees are double for that day.*

**Pick-Up:** Please inform the after-school program, through the registration form or a note, who will pick up your child. Pick-up must be made **PROMPTLY** by 5:30 p.m. Anyone arriving after this time will be charged an additional fee: *Each minute late will incur \$1.00 fee per minute.*

### Miscellaneous:

- Children may bring clothes to change into for the program.
- A snack will be provided for children daily.
- All supplies and materials are included in the program fee.
- Children will have the opportunity to do homework, and assistance will be available.
- If children are participating in any other after-school activities at St. Amelia School, they must **first** report to the after-school program, sign in, and return immediately following the other activity.

### ~ After-School Program Fees ~

Rates	One Child	Two Children	3 Children
Weekly	\$50 weekly	\$75 weekly	\$95 weekly
Daily (3:00- after 4:00 pm)	\$12 per day	\$18 per day	\$21 per day
Early Pick-up (3:00- before 4:00 pm)	\$ 6 per day	\$ 9 per day	\$11 per day
<ul style="list-style-type: none"> <li>• Students in Sports / Clubs attending ASP: 0-45 minutes at \$5 per child</li> <li>• Students not picked-up by 3:00 p.m. following dismissal sent to ASP: 0-45 minutes at \$5 per child</li> <li>• Penalty Fee (after 5:30 pm pick-up): Each minute late will incur \$1.00 fee per minute</li> </ul>			

**Weather:** In case St. Amelia School After-School Program closes due to weather, you will be notified ASAP. Unless otherwise stated, the program end-time is 5:30 p.m. If pick-up is after that time, late fees will be charged.



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## AFTER-SCHOOL PROGRAM REGISTRATION FORM

**PLEASE PRINT:**

NAME (Child) \_\_\_\_\_ ADDRESS \_\_\_\_\_

GRADE \_\_\_\_\_ HOMEROOM \_\_\_\_\_ AGE \_\_\_\_\_ PHONE NO. \_\_\_\_\_

PARENTS NAMES: (MOTHER) \_\_\_\_\_ (FATHER) \_\_\_\_\_

WORK PHONE NUMBER: (MOTHER) \_\_\_\_\_ (FATHER) \_\_\_\_\_

**EMERGENCY NUMBER (OTHER THAN PARENTS):**

(Name) \_\_\_\_\_ (Phone) \_\_\_\_\_ (Relationship) \_\_\_\_\_

**PERSON(S) RESPONSIBLE FOR PICKING UP CHILD, PHONE NUMBER & TIME:**

(Name) \_\_\_\_\_ (Phone) \_\_\_\_\_ (Relationship) \_\_\_\_\_

(Name) \_\_\_\_\_ (Phone) \_\_\_\_\_ (Relationship) \_\_\_\_\_

**ALLERGIES OR SPECIAL INFORMATION:**

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

\*\*\*\*\*

Please circle your needs (days attending) for after-school care:

*Weekly Basis:* Monday through Friday

*Daily Basis:* Monday Tuesday Wednesday Thursday Friday

*On an "As Needed" Basis:* \_\_\_\_\_

→If you are signing up for the "As Needed" Basis, you MUST advise the school office IN WRITING (please send a note) by 8:30 a.m. of the day that care is needed.

A completed After-School Registration Form MUST BE COMPLETED PRIOR to anyone's participation in the After-School Program.

**PAYMENT AGREEMENT:**

*Payment must be made IN ADVANCE, on the first day of the week for the weekly program; other programs must pay daily. A late charge will be in effect for pick-up tardiness: Each minute late will incur \$1.00 fee per minute, paid directly to the teacher present. NO EXCEPTIONS. There will be NO after-school program on days when St. Amelia School is not in session.*

**DELINQUENT ACCOUNTS WILL RESULT IN DISMISSAL OF THE CHILD(REN)  
FROM THE AFTER-SCHOOL PROGRAM.**

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_