



## Mary of Nazareth Before and After Care Program Policies 2021-2022

**Important:** Children registered in the Before/After Care Program must have a signed Student Conduct Agreement with the registration form.

### **Discipline Policy**

At Mary of Nazareth Catholic School, and while in the Before and After School Program, we stress respect for authority and for one another, self-discipline, obedience to school policies and regulations, and interest in academic achievement. We urge that you, our parents, to work together with us in these areas. Parents will be notified if their child repeatedly is unwilling or refuses to follow the guidelines set up by the child care staff. After **two warnings**, the Principal will be notified and a parent conference will be scheduled. If the problem persists, the child will be asked to leave the Before and After Care Program.

**Be Advised:** Parents will be subject to charges for any damage or breakage to the School property or the Katie Fitzgerald Center if caused by their child. The parent will be informed promptly of the incident. The child will be subject to reevaluation to the Extended Care Program after payment has been received.

### **School Policy Reminder**

Per the Parent and Student Handbook, carpool ends 30 minutes after the daily dismissal time. At the end of the carpool time, students will be required to sign in to After Care. If your child is there any time between 3:30 and 4:00, you will be charged for the full hour.

### **Authorized Pick-up**

Please note that we can only release your child(ren) to people who are listed on your Emergency Information Card on file in the office. We will also check the Identification of all people who are picking up your children for verification before we release your child. Please anyone authorized to pick up your child to have his/her ID available for review. IF you send someone who is not listed on the Emergency Information Card, you **MUST** email/call Nurse Williams in the Health Room prior to 4:00 pm.



## Mary of Nazareth Extended Care Registration Form

Child's name \_\_\_\_\_ Grade \_\_\_\_\_

Primary care giver: (mother) \_\_\_\_\_  
and / or  
(father) \_\_\_\_\_

Home address \_\_\_\_\_

(alternate address) \_\_\_\_\_

Home phone \_\_\_\_\_

Father's work number \_\_\_\_\_ Cell number \_\_\_\_\_

Father's Email Address \_\_\_\_\_

Mother's work number \_\_\_\_\_ Cell number \_\_\_\_\_

Mother's email address \_\_\_\_\_

.....

Emergency contact \_\_\_\_\_ phone \_\_\_\_\_

Relationship to child \_\_\_\_\_

.....

### I am registering for:

\_\_\_\_\_ **AM Care.** AM hours billed at the weekly contract rate, any afternoon hours billed at the hourly drop-in rate. (Afternoon hours subject to late fees.)

\_\_\_\_\_ **AM/PM Care.** All morning and afternoon aftercare hours billed at the weekly contact rate. Subject to late fees.

\_\_\_\_\_ **PM Care (Full-time).** Afternoon hours billed at the weekly contract rate. Any morning hours billed at the hourly drop-in rate. Subject to late fees.

\_\_\_\_\_ **Drop-in.** All attendance hours billed at the hourly drop-in rate. Subject to late fees.

**Late fees are assessed \$5.00 per minute after 6:00 pm.**

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE:** This year, automatic payment processing can be set up for extended care billing. Please complete the attached Tuition Express form with your banking information.

Mary of Nazareth School  
**Student Conduct Agreement 2021-2022**

A signed copy must be submitted for **EACH** child with registration form.

**Students enrolled in the Mary of Nazareth School Before and After Care Programs are expected to exhibit good self-control, reflecting strong parental values and teachings of the Catholic faith.**

I hereby agree that as a participant in the Mary of Nazareth Extended Care Program, my child, \_\_\_\_\_, is required to exhibit appropriate and acceptable behavior at all times. My signature below indicates that I have reviewed the Discipline Policy with my child. I am also aware that poor or inappropriate behavior, such as refusing to follow directions, unacceptable language, fighting, and back-talking to instructors, will not be tolerated and may result in my being asked to remove my child from the program.

I am also aware that there is zero tolerance for verbal abuse and/or physical abuse from parents as well as students.

\_\_\_\_\_  
Parent signature and date

\_\_\_\_\_  
Parent signature and date

**Parent will be notified if warnings should occur.**

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First warning: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Second and Final Warning (Notice to Principal) Date: \_\_\_\_\_

Cause: \_\_\_\_\_

\_\_\_\_\_

Outcome: \_\_\_\_\_

# Mary of Nazareth Extended Care Program Fee Structure

Effective: July 2021-June 2022

## Hours

Before care: 7:00 AM to 8:00 AM

After care: 3:00 PM to 6:00 PM

## Rates

**Registration Fee:** \$ 25 per family

### **Registered Full Time:**

Per Child \$ 35 per week: **Before Care** *only*

Per Child \$ 90 per week: **Full Time After Care** *only*

Per Child \$ 115 per week: **AM and PM Full Time Care**

### **Registered Drop-in:**

Per Child \$ 8 per hour

We do not offer a sibling discount. All rates are per child.

## **PLEASE BE ADVISED**

**All students attending before or after care must be registered.**

**All students must be signed out each day that they attend after care.  
If no time is noted, you will be charged until 6 PM.**

**Late fees are assessed \$5.00 per minute after 6 PM.**