



## **AFTER-SCHOOL CARE/HOMEWORK CLUB**

The After-School Care/Homework Club program is open to St. Ursula Villa students in pre-school through 8<sup>th</sup> grade, and operates from 3-6 p.m. on days school is in session.

### Program Description

The After-School Care program will promote academic, social, physical, and emotional development in a structured and nurturing learning environment. Students will follow a daily schedule that includes a period of homework completion (grades 1-8), curriculum-driven instruction, snack, physical exercise, and socialization. Teachers will deliver a thematic curriculum to all students that includes exciting and engaging activities such as literacy studies, crafts, Math enrichment, Science and Social Studies exploration, etc.

### Registration

Parents wishing to register their student(s) in the After-School Care Program or Homework Club should complete a registration form for each child to be enrolled. There is a \$25 registration fee for each child enrolled in the program.

### Advanced Reservations

A monthly advance reservation is required so that adequate staffing may be planned. A monthly calendar is available on Edline two weeks in advance of the month for which the reservation is being made. The reservation form should be returned to the After-School Care office by the end of the current month for the next month's attendance.

Full Day: Reservations may be made for the full day program from 3 p.m. to 6 p.m.

Hourly rate: Reservations may be made for the hour of 3-4 p.m. The student must be picked up by 4 p.m. or the full day rate will be charged.

### Fees- Registered Students

Registered students are charged at the end of each month for every day of attendance as follows:

\$10 for the first hour, (no family discount applies) and students must be picked up at 4:00

or

\$20 per whole day for the first child in the same family

\$10 per day for the second child in the same family

\$8 per day for each additional child in the same family

### Fees- Non-Registered Students

Students who are not registered in the After-School Care Program and who do not have an advance registration may attend the program on an emergency basis. The fee for non-registered students without a reservation is \$25 per day. The family discount does not apply.

### Calendar

The After-School Care Program follows the Villa's school calendar. If school is canceled for emergency (e.g., a snow day), the After Care Program is also canceled for that day. Fees are not charged for any day canceled by the Villa due to an emergency.

### Student Pick Up

Students are to be picked up by 6 p.m. each day. A late fee of \$1 per minute is charged for late pickups after 6 p.m. The late fee covers the cost of two staff that must remain with the student until pick up. You will be billed at the end of each month for this service. Students are released only to the custodial parent unless the custodial parent has given written permission designating the adult to whom the student may be released.

### Billing

Billing will be at the end of each month based on attendance. Payments may be made in the form of credit card (Visa, Master Card, or Discover), check, or direct withdrawal from your bank account. Students may be excluded from the program and report cards held if the balance due is more than one month late.

### Homework Club

The first hour (3-4 p.m.) of After-School Care is devoted to the completion of homework for students in grades 1-8, and is referred to as Homework Club. This is a quiet time when students work on homework under the supervision of a teacher or teaching assistant in the classroom. The cost is \$10.00 per day for the hour, and you will be billed at the end of each month for attendance. Please discuss the following rules with your child:

1. Homework club is to be utilized as an hour of quiet study. Talking, cards, or games are NOT appropriate activities.
2. Students are to come directly to the classroom upon dismissal, where they will wait quietly for the teacher in charge that day.
3. Between 3:00 p.m. and 3:05 p.m., students should check to see they have all the materials they need for their homework. If they need to use the restroom, it is to be done before they come to the classroom.
4. Children will be given a snack during the first 10 minutes of Homework Club.
5. At 3:05 p.m. the doors are closed and an hour of quiet study is required.
6. Any student disturbing the quiet of this hour will be given a warning, which must be signed by the parent and returned. If the problem happens again, a second warning of the same nature will be assigned. A third incident will result in the exclusion from Homework Club for the remainder of the year.
7. Please remember that Homework Club is a time for independent study and that no tutoring will be done by the teacher in charge.
8. If your child will be attending homework club, please fill out the registration form for After Care and Homework Club and return it with a \$25.00 registration fee.
9. Students only attending Homework Club must be picked up on Villa Way at the main school by 4:00 p.m. The cost for this service is \$10/day. Students continuing with After-School Care will be walked to the Manor House, where they will continue with After-School Care until their parents are able to pick them up, but before 6:00. The fee for this whole day service is \$20 for the first child in a family, \$10 for the second child of a family, and \$8 for each additional family member.