

## **St. Ursula Villa After-School Care and Homework Club**

The After-School Care and Homework Club Program is open to Villa students in pre-school through 8<sup>th</sup> grade. Homework Club operates Monday through Thursday from 3-4. The After-School Care Program operates from 3pm to 6pm on school days and from 8 am to 6pm on selected holidays. The program includes playtime, a snack, and time for homework for students in Grades 1 to 8.

### **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 \$15 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 posted 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 previous month for the next month's attendance.

**FULL DAY:** Reservations may be made for the full day program from 3pm to 6pm

**HOURLY RATE:** Reservations may be made for the hour of 3pm to 4pm. The student must be picked up by 4pm, or the full day rate will be charged.

### **FEE-REGISTERED STUDENTS**

Registered students are charged for every day that is reserved as follows:

\$ 6 per hour for the one hour per day reservation (no family discount applies)

\$16 per day for the first child in the same family

\$12 per day for the second child in the same family

\$10 per day for each additional child in the same family

No allowance is made for partial days or for days reserved but not used. Also, Fees are not pro-rated for early dismissal.

### **Reservation Calendar:**

Each month you must fill out a reservation calendar indicating which days your child (ren) will attend. The reservation is due by the end of the prior month for the next month.

### **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 \$20 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 6pm each day. A late fee of \$1 per minute is charged for late pick-ups after 6pm. The late fee covers the cost of two staff who 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 done on the 10<sup>th</sup> of the month for the previous months 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 the balance due is more than one month late.

## **HOMEWORK CLUB**

### **How the Program works:**

Students in grades 1-8 can attend the program from 3-4pm. This is a quiet time where students may work on homework after school under the supervision of a teacher in the classroom. The cost is \$6.00 per day for the hour and you will be billed at the end of each month for your attendance. Please inform yourselves and your students of the following rules.

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 report directly to the Homework Club classroom upon dismissal where they will wait quietly for the teacher or staff member in charge that day to come. No one may leave the room without permission.
3. Between 3:00 and 3:05, 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. Snack will be provided during the first 10 minutes of Homework club.
5. At 3:05 the doors are closed and an hour of quiet study is required. No one may be admitted to Homework Club after the doors are closed.
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 2<sup>nd</sup> warning of the same nature will be assigned. A third warning 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 only be attending homework club, please fill out the registration form for After Care and Homework Club and return it with a \$15.00 registration fee.
9. Students must be picked up by 4:00 by the drive at the top of the hill if they are only attending Homework Club. The following rates will apply for those children not picked up.
  - Children registered and reserved in After Care in Grades 3-8 will be in Homework Club and then brought to the After Care in the Manor House at 4:00. The rate is that of the After Care program only.