



# St. Mary's Catholic Church & School

## Faith - Scholarship - Leadership - Service

405 Hollybrook Drive, Longview, TX 75605 • www.stmaryslgv.com

### St. Mary's After School Care Program

The After School Care Program (ASC) provides a safe and familiar environment for children with working parents who need care after school. ASC is intended for use by St. Mary's School students in grades PK3 – 8<sup>th</sup> grade and is available from 3:45 PM – 5:30 PM on full school days (not early dismissal days, teacher in-service days, or school holidays).

Our daily After School Care Program will continue to be offered as a service to our families; however, families must register their students for ASC by completing the form provided below. St. Mary's will charge a nominal After School Care Fee of \$400 for the year for each child registered. ASC Registration may be added to the monthly FACTS payment plan. Students not registered for ASC will go directly to car line for pick up.

While we would like for all students using ASC to register in advance, we understand that sometimes life happens. Parents may call to arrange Drop-In care, if they know that they will not make it by 3:45 PM. If a student has not been picked up by 3:45 PM, that student will be taken to ASC as a Drop-In student. At the occurrence of the 4<sup>th</sup> Drop-In for any individual student, that student will automatically be added to the ASC Roster and a fee of \$400 (pro-rated at \$40/month after the 4<sup>th</sup> occurrence) will be assessed through the family FACTS account for that student.

#### After School Care Registration 2022-2023

FAMILY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE CHANGE EFFECTIVE: \_\_\_\_\_

NUMBER OF CHILDREN: \_\_\_\_\_

STUDENT NAME(S): \_\_\_\_\_ GRADE: \_\_\_\_\_

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

Please Circle Days of the Week ASC will be needed:

Monday      Tuesday      Wednesday      Thursday      Friday

## St. Mary's Catholic School After School Care Program:

1. After School Care (ASC) is intended as a safe place ONLY for St. Mary's School PreK through 8<sup>th</sup> grade students whose parents work and are not otherwise able to pick up their child(ren) by 3:45 PM.
2. While daily ASC is complimentary for working parents of St. Mary's School students, families must register in advance for ASC and pay a fee of \$400 per student/per year for use of the program. (The ASC Registration Fee may be added to the monthly payment plan in FACTS.)
3. ASC may also serve as an "emergency" back up for families who encounter an anomaly which prevents them from getting to St. Mary's to pick up their children by 3:45pm. Those students will be considered "Drop-In's" to ASC.
4. St. Mary's does not charge for the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> Drop-In occurrence. At the 4<sup>th</sup> Drop-In of any individual student, that student will automatically be added to the ASC Roster and the ASC Registration Fee of \$400 (pro-rated at \$40/month after the 4<sup>th</sup> occurrence) will be assessed through the family FACTS account for that student.
5. ASC is NOT a babysitting service in place so that parents can run errands, go grocery or Christmas shopping, go to the gym or have some quiet time at home. Please do not abuse this privilege in that manner as it may endanger the viability of the program for everyone.
6. ASC is NOT a playdate service. You may not pick your child(ren) up after school and then return them to ASC.
7. ASC is NOT an enrichment program. While we will do our best to provide a structured environment to promote homework for older students and/or instructional games for younger students, it is not an additional formal educational opportunity.
8. ASC students may come from or go to an on-campus/school related extra-curricular activity, music lesson, or athletic practice only with a written communication from parents/guardians. ASC students will not be released except to a designated parent or guardian without a written note.
9. Students will be divided into various locations by level.
10. Parents will need to call the designated ASC phone number (provided to parents at the start of the term) and the ASC staff will escort your student(s) to the car.
11. All students must be picked up from ASC no later than 5:30 PM.
12. A late fee of \$3.00/minute/child will be charged to parents who do not pick up children in ASC by 5:30 PM. Habitual lateness will result in the loss of privilege to have your child attend ASC.

### **A LATE CHARGE OF \$3.00 PER MINUTE/PER CHILD WILL BE ASSESSED AFTER 6:00PM**

**Affidavit of Need:** I have read and agree to After School Care Use Guidelines, and I hereby certify that I have need of the St. Mary's After School Care Program for my child(ren) for the 2022-2023 academic year.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_