

St. Alphonsus Extended Care
Emergency Drop-In Care
2010-2011

Dear Parents,

We are strongly urging families to register for this program, if you are not registered for the before or after care program. We recognize that we all have busy schedules, but there could be emergency times when you may have the need for before or after care services. By taking advantage of this emergency care registration that we offer, if an unexpected need arises you can know that your child has a safe place to go before and after school.

At this time we would like to offer parents the ability to register your child as a drop in, with the understanding that this is an “as needed” emergency basis. You will only need to pay an emergency registration fee of **\$15.00 per family, to qualify for this service**. This is considerably less than our current registration fee of **\$50**. **You may** fill out the registration form online and send a check to school. Please make **checks payable to SAS Extended Care** and send in a sealed envelope with **SAS Extended Care** printed on the front of the **envelope**.

With this registration, your child can be dropped off at school before **7:45 a.m.**, but you will need to come to before care. The cost would be **\$5.00** as a drop in for that morning. Walk your child into the cafeteria and speak to one of the teachers that are in before care. Your child may be dropped off after **6:45 a.m.** and we will dismiss the children at **7:45 a.m.**

If you need after school care, write a note to their homeroom teacher, or call the school office, and your child will go to the cafeteria when school is dismissed. The fee for after care is **\$8.00 per child per day**. After care hours are **3:30 – 6:00 p.m.**

If your child is not picked up **by 6:00 p.m.**, you will be charged an **additional \$1.00 per minute per child**. **All fees will be paid at the time of service**, with the exception of the registration fee.

If your child is not picked up in carpool by **4:00 p.m.** or misses the bus, you will be contacted by the office and it will be determined if your child will be sent to the cafeteria to after care. In the event that your child is brought to before or after care and has not been registered, you will need to fill out the necessary paper work at that time and pay the stated fees. These fees will need to be **paid when your child is brought to either before care or after care**. In the event that we are unable to reach either parent, we will begin calling from the emergency list of people. As you can see for the **\$15** emergency registration fee you can be assured your child will be cared for when you realize you will be late or your child misses the bus.

Please know that your child’s safety and care is very important to us. We are hoping that this will work for parents whose needs are occasional, but there if you need it. If you have any questions call **261-5299 extension 115** or **261-5704**; this is an answering machine, please leave a message and I will return your call as soon as possible.

My email address is dlesage@stalphonsusbr.org.

Thank you,

Daphne S LeSage
Director