

St. Elizabeth Catholic Academy

94-01 85th Street

Ozone Park, New York 11416

718-641-6990 / FAX 718-323-5010

www.info@stelizabethca.org

2018/19

AFTER SCHOOL/EXTENDED DAY PROGRAM

“After School” begins at dismissal and goes until 5:45 p.m. daily. This program is available on half days, unless otherwise noted. You will be billed separately for this program. You will receive a bill at the beginning of the month for the previous month of “After School”. **(DO NOT PAY IN ADVANCE, WAIT FOR YOUR ACTUAL BILL).** This bill will go home with your child/children in his/her book bag.

Billing Rates:

One child -	\$15.00 per day
Two children -	\$25.00 per day
Three children -	\$35.00 per day

Regulations:

- If your payment is not in by the due date, your child/children will **not be allowed to stay in After School until your outstanding bill is paid.**
- A \$25.00 late fee will be charged, per every fifteen minutes for any child/children picked up after 5:45 p.m. After 6:00 p.m., by law, we must notify Child Services and call the Police Department for abandonment.
- **If you're late picking up your child/children more than three times, dismissal from this program will occur.**
- We provide snacks and drinks.
- If your child/children will be attending the After School Program, please complete the necessary form and return it to the attention of Mrs. Merckling or the school office. Without a completed form on file, your child/children will not be allowed to attend the program. It is important that you advise Mrs. Merckling and office staff of any phone changes.

- Person picking up the student must sign the child/children out. Once the child/children are signed out, we are no longer responsible for them.
- A photo ID must be on file for all adults picking up your child/children.
- **Your child/children will not be released to any individual without a photo ID on file.**

After School Reminders:

- Children are responsible for their belongings.
- Weather permitting, we will be in the school yard. Anyone picking up your child/children must come into the yard to sign them out.
- Homework may not always be completed. Please check with your child/children each day, sign and complete any work not done.
- We have a remind App for After School, please sign up as soon as possible. This App is extremely important should we need to close early for inclement weather.
- If we close early due to weather conditions, same late fees will apply. **For every fifteen minutes late, you will be charged \$25.00, and we may be forced to notify Child Services and call the Police Department for abandonment.**

Any questions, please contact Mrs. Jacqueline Merckling at
or on her cell at 646-648-2336.

718-296-8440

PLEASE PRINT CLEARLY

Child's Name _____

Grade _____

Mother's Name _____

Father's Name _____

Home # _____

Home # _____

Cell # _____

Cell # _____

Work # _____

Work # _____

e-mail _____

e-mail _____

Home Address

In case of an emergency, and you cannot be reached at any of the above numbers, please list an "emergency person" you would like us to call.

Name of Emergency Person (Relation) Phone or Cell # _____

_____/_____/_____
_____/_____/_____
_____/_____/_____

Indicate below days needed:

()-Monday ()-Tuesday ()-Wednesday ()-Thursday ()-Friday

Please list any information that would be helpful to our staff, such as medical problems (food allergies), necessity of eyeglasses etc. _____

Parent signature _____