



WYOMING AREA CATHOLIC SCHOOL
“Where we Live, Love and Learn by Faith”

After Care Program (ACP) 2022-2023

The Wyoming Area Catholic School After Care Program (ACP) for the 2021-2022 school year will **begin on Tuesday, August 30, 2022**. After School Care will not be available the first day of school (August 29th). Going forward, the After School Care Program will run from 2:30 pm to 5:30 pm on full days and 11:00 am to 5:30 pm on Early Dismissal days. Billing for the ACP will be computerized and statements will be sent to our families at the beginning of each month for the prior month. Payments must be made through the FACTS Management in “Pre-Pay” accounts by the due date on the bill.

Our After Care Program reflects the philosophy and mission of Wyoming Area Catholic School. It was designed to meet the needs of our students and parents. The ACP will provide a safe, nurturing environment that is a natural extension of our school community.

Hours of Operation

During the regular school days, the program will operate from the time school is dismissed (2:15 pm) until 5:30 pm. The ACP is **not available** on days when the school is closed. The program hours for Early Dismissal Days due to Staff Development will be 11:00 am to 5:30 pm. When school is dismissed early due to inclement weather the ACP will run from dismissal time **until 3:00 pm**. Additionally, there will be no After Care on the early dismissal days before a holiday break (Thanksgiving, Christmas, Easter) or on Parent/Teacher Conference Day.

If your child(ren) will be using the After Care Program, **you will need to complete the Registration Form attached**. This form is kept on file in the ACP Binder. If your child(ren) will be staying in After Care, we request that you send a note into the school on Monday indicating the days you will be using the After Care Program that week.

If you find you need to put your child(ren) in After Care on a day you did not indicate you would be using the ACP, please send a note to the school with the student(s) in the morning. If you need to change your child’s After School Care plans, for added security & record-keeping purposes, you must call the school office with your request. A text/remind message to the teacher is not an appropriate way to communicate any changes. **Only in last minute “emergency” situations will a phone call during the school day be acceptable** to change after school arrangements. Thank you for your cooperation in this matter.

Fees and Payment Policy Schedule

The After School Care Program is charged by the ½ hour. If you request that your child stay in aftercare, you will be charged beginning at 2:30 pm even though the students will likely report to the ACP between 2:20-2:30 pm. The “Grace Period” will be 5 minutes (i.e., if a student is picked up at 2:35 pm there will be no charge, if a student is picked up at 2:40 pm, you will be charged for ½ hour). The **hourly rates** for After School Care are:

1 child - \$8.00 2 children* - \$10.00 3 children* - \$12.00 4 children* - \$14.00 *same family



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Payment

- Families will be billed monthly through an invoice sent home with the weekly family communication at the beginning of each month for the month prior. No payments can be taken by the ACP caregiver.
- All payments go through FACTS Management in “Pre-Pay” accounts.
- If payment is not made by the due date on the bill, the family **MAY NOT** utilize the ACP until payment is made and may be charged a \$20.00 late fee. Three late payments may remove the family from the ACP for the 2022-2023 school year.

Pick-Up: The routine for pick up will be at the primary wing’s exit doors adjacent to the Pre K Playground. Parents/guardians are required to sign out their child(ren). **Children will not be permitted to leave with someone not listed on the child’s After Care Program Registration (attached).** If someone who is not listed on the registration form will be picking up your child(ren) written notice must be provided to the school office in the morning. For safety reasons, no child will be released without a parent/guardian signature.

Parents will be assessed a \$20.00 late fee if students are picked up beyond 5:30 pm. This fee will be included in the monthly invoice. Three late pick-ups will result in removal from the ACP for the 2022-2023 school year.

General Information:

- All children participating in the After Care Program will report to the ACP caregiver when called at dismissal. Students will participate in various activities such as play time, study/homework time and outdoor play (weather permitting).
- The ACP operates within the written policies of the school. Children are expected to be courteous and respectful to the caregiver and other students. Students in the ACP must adhere to all health and safety protocols of the school. If a child should receive three (3) behavior slips, he/she will be suspended from the ACP for one month.
- Children participating in the program will be expected to clean up all supplies, games, etc. before they leave for the day.
- Please provide your child(ren) with a healthy snack (**NO peanuts/peanut butter/tree nuts/nutbutter**) and drink.
- If your child(ren) is staying in After School Care on an **early dismissal day**, please provide your child(ren) with a lunch (**NO peanuts/peanut butter/tree nuts/nutbutter**) & drink.
- Rules and procedures are subject to change based on directives from the Diocese of Scranton regarding COVID cases and CDC recommendations for health/safety protocols and/or on updated policies of Wyoming Area Catholic School.