Bridges: 2011-2012 After School Program Policies and Procedures

Every student participating in the Bridges: After School Program must have a completed registration form on file, including the $20.00 registration fee.

The After School Program begins at dismissal of the school day and runs until 6:00 p.m. Monday through Friday in Jacoba Hall.

At the end of the school day, students enrolled in this program will go to Jacoba Hall and check in with the program staff. After a brief snack time, the students will have a free play period with designated activities that have been planned for their participation. Students then have the opportunity for playground time (weather permitting) and homework assistance in the library. Time is also set aside for special programming. **All children will remain on the school grounds for the duration of the program.**

When picking up children parents are **required** to 'sign out' their child on a daily basis. This is critical for the safety of the students and for accuracy in billing procedures.

Please be mindful of the fact that the program ends at 6:00 p.m. If unseen circumstances occur and you know that you will be late please call our **Bridges cell phone number at (919) 610-8104**. This way we can ensure your child that you will be arriving shortly. Be aware of the extra charges that are involved. Please see our fee scale regarding this matter.

If school is dismissed or cancelled due to inclement weather, The After School Program is also cancelled for that day. On such occasions, we ask that parents use every means possible to safely arrive at school to pick up their children so that school personnel may also safely make their way home.

We look forward to working with you and your children. At anytime after 2:30pm you may reach the Bridges staff at 919-610-8104.

Bridges: 2011-2012 After School Program Fees

Registration Fee - $20.00 - Any student participating at anytime in the program will need to have a registration form on file accompanied by the fee.

The full-time contracted cost for students participating in Bridges: After School Program - **4 to 5 days per week -** is a fee of **$195.00 per month, per student**. The program is invoiced on a pre-pay basis.

The part-time contracted cost for students participating in Bridges: After School Program - **1 to 3 days per week -** is a fee of **$165.00 per month, per student**. The program is invoiced on a pre-pay basis. If you contract for part-time participation and use the program more than the allotted 3 days per week you will be asked to change your contract from a part-time contract to a full-time contract.

Emergency Drop-In – This is reserved **only for last minute, unexpected emergencies**. **The fee for this is $15.00.**

There is a **late fee of $10.00 for every 5 minute increment after the mandatory 6:00 p.m. pick up time.**

Invoicing will be based on the contract you select and payment will be due in advance on the 25th of each month. Example: Payment for September use will be due August 25th. If payment is not received by the 25th of the prior month, your child(ren) will not be able to participate in the program. Fees for The After School Program should be made payable to The Franciscan School and the bottom of the check should be labeled After School Program. Past Due accounts will incur a $10.00 late fee per month**. Checks returned "NSF" will be assessed a $15.00 processing fee.**

We hope you appreciate these services being provided for your convenience and your child's welfare. In order for the Franciscan School to continue to provide these services, timely payment is appreciated and expected. Any past due accounts must be paid in full by the end of the trimester. If this has not occurred, your child's report card will be held, and you are requested to discontinue use of the service until your account is up to date.

Attached is a registration form for Bridges:After School Program and a billing schedule. If you have any questions regarding the program please contact Mary Feeley at 919-610-8104. Billing questions should be directed to Donna Sincock at 847-8205 ext.253.

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