

September 9, 2020

Dear Parents/Guardians:

Welcome to our After School Program! The Program operates daily, including early dismissal days, from dismissal time until 6:00 PM. It is important that you pick your Child(ren) up by 6:00 PM to insure that all are dismissed by the time the building is locked up. We cannot provide supervision for any child beyond this time.

The fee schedule for the After School Program is as follows:

One Child	\$7.00 per hour
Two Children	\$9.50 per hour
Three Children	\$12.00 per hour
Four Children	\$13.50 per hour

On the regular school dismissal days up to 6:00 PM we will be charging 2 ½ hours total.

On early dismissal days the maximum charge will be 3 ½ hours total.

Fees must be paid on a monthly basis. In order to keep the cost manageable for families After School Care invoicing will be billed from St. Ephrem Catholic Academy. Payments should be made in a timely fashion. Please be advised we will only accept payments by check or money order. In addition you will have until the 25th of the month to pay your After School Care Invoice in full. Full Payments not received by the 25th of the said month will be charged a \$15.00 late fee for each past due month.

It is suggested that students bring an extra nutritious snack for the After School hours and they should label all of their belongings. They have supervised homework time, but we trust that you will review their homework with them in the evening.

If you are interested in the After School Program, please complete the attached registration information and emergency contract form and send it with the registration fee of \$35.00 (per family) to school office.

Thank you for your cooperation

Sincerely,

Craig Mercado
Principal

Note: There will be NO AFTERSCHOOL on November 24, 2020 Thanksgiving Recess; December 22, 2020 Christmas Recess; February 12, 2021 Winter Recess; March 31, 2021 Easter Recess; and on the last day of school (not yet determined).

CONTRACT FOR PAYMENT
2020-2021 SCHOOL YEAR

This contract concerning the following student(s) attending the Saint Ephrem Catholic Academy Afterschool Program is made in agreement with their parent/guardian and the Saint Ephrem Catholic Academy Afterschool Program. This contract will be in effect from the date shown above until the end of the school year.

_____ class _____
_____ class _____
_____ class _____

I have received notification of guidelines for the Saint Ephrem Catholic Academy Afterschool Program regarding time of operation and payment of fees. I assure you that my child(ren) will be picked-up from the program on time in order for the school building to be locked up promptly at 6:00 PM. I understand that if I am delayed in picking-up my child(ren), I will call the program at 718-833-1440 to tell the teacher on duty the alternate plan for my child(ren)'s prompt pick-up. I am also aware that if no possible arrangements can be made for the prompt pick-up of my child(ren), I am to seek out an alternative program for the after school supervision of my child(ren).

I agree to pay the fees no later than the 25th of the month,

Please note that payment is to be made by check or money order only – no cash please!

I am aware that if the fees are not paid on time a late fee of \$15.00 will be added to my bill for each month the fees are late. I understand that these fees are for services rendered and that my child(ren) will not be permitted to attend the program if I am not fulfilling my financial obligation.

_____ Yes, I wish to register my child(ren) in the Afterschool Program.
Enclosed is a registration fee of \$35.00 (per family)

_____ Parent/guardian signature