

# St. Joseph School

865 Roosevelt Avenue  
Carteret, New Jersey 07008  
AFTER SCHOOL PROGRAM

Revised November 2016

## **PURPOSE OF PROGRAM**

To provide an affordable program for working families under the guidance and direction of St. Joseph staff member.

## **PROGRAM SUPERVISOR**

Mrs. Janet Medvetz will plan, schedule and organize daily activities of adults and students. Registration, filling and parent communication will be carried out by the supervisor.

## **ASSISTANTS**

A teaching staff member of St. Joseph School and aides will assist in the implementation of daily activities.

## **ATTENDANCE**

Only children who are in school during the day may attend the After-School Program on that same day. Exceptions to this must be pre-arranged with Mrs. Medvetz.

## **SIGN-IN**

The designated staff members take roll at the beginning of the After School program.

## **SIGN OUT**

Parents or guardians are required to come into the building for the student. The parent or guardian should sign the student out and mark the time of departure.

## **GRADES 6 – 8**

Students in these grades may walk or ride a bicycle home only with written parental permission.

## **PROGRAM ELIGIBILITY**

Only students enrolled in St. Joseph Parish School are eligible.

## **DISMISSAL**

Dismissal of a student from the program can occur at any time during the year for lack of cooperation, for disruptive behavior, or for lack of payment. (See parent handbook)

## **PROGRAM HOURS**

The After School program will begin on the first FULL day of school and end on the last 12:00 dismissal day. The program will run daily from 2:00 to 6:00pm. On ½ days from 12:00 to 6:00pm.

This program will only be available on days when school is in session. If St. Joseph School is closed for a holy day, holiday, snow day or other emergency, our program will also be closed.

## **Parents,**

**Please have an alternative plan set in place in advance for unscheduled closings and unscheduled early dismissals due to severe weather and emergencies. The person used for unscheduled closings, would also be used for unscheduled early dismissals. For delayed opening days – NO morning care available.**

## **PROGRAM ACTIVITIES**

- Activities will be planned and supervised for each day and will include:
- Extended care for younger ones
- Snack time
- Outdoor play (weather permitting); individual or small group play, organized games.
- Indoor activities – individual or group games, coloring, puzzles, VCR viewing (suitable for children) enrichment activities, projects, creative activities appropriate to grade level.
- Homework assistance – Parents should also look over the homework.

## **PARENT RESPONSIBILITY**

- Sneakers must be worn during play activity. Children may bring clothing to change.
- Snacks must be brought from home for the program.
- Lunch and snacks must be brought from home on all days – especially on 1/2 days
- Provide the staff with pertinent information and a phone number to reach you at all times.
- Supply an emergency name and number.
- Be prompt in picking up your child.
- All bills must be paid on time.
- Late fee of \$10 for each 15 minutes after 6:00pm
- Labeling of clothing, lunch boxes, other personal items

## **FEE SCHEDULE**

Fees for the first week must be paid upon registration. Checks are to be made out to St. Joseph School. Fees thereafter are due the Monday of that particular week or the day of service if it is daily or irregular participation.

**Any questions during school hours please call 732-541-7111  
In case of an emergency during aftercare hours please call 732-857-5852**

**PLEASE RETURN THIS PAGE TO THE SCHOOL OFFICE.**

**ATTENTION: MRS. MEDVETZ – SUPERVISOR**

- Yes, I have read the information and I understand and accept the conditions outlined.**

Adult Signature: \_\_\_\_\_

Family Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Date: \_\_\_\_\_

**Phone numbers you can be reached at all times:** Business: \_\_\_\_\_

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

| CHILD'S NAME | GRADE | DAYS OF WEEK ATTENDING | TIMES (FROM – TO) |
|--------------|-------|------------------------|-------------------|
|              |       |                        |                   |
|              |       |                        |                   |
|              |       |                        |                   |

List any special needs or allergies, etc.

- Yes, I give my permission for student in Grade 6-8 to walk or bike home.**

Parent Signature: \_\_\_\_\_

(This must be signed by a parent or guardian)

**PLEASE NOTE: If the bottom is not filled in, the registration will not be accepted.**

I hereby give permission for the following person to pick up my child/children:

☉ Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

☉ Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

☉ Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

I am aware that until the staff become familiar with the person picking up my child,  
they may ask to see a form of identification.

**Signature of person completing this form.** \_\_\_\_\_

**THIS IS YOUR DAILY RATE SCHEDULE. PLEASE RETAIN FOR YOUR RECORDS.**

| <b>Effective September 2016</b> |                               |
|---------------------------------|-------------------------------|
| <b>1 CHILD(Daily Rate)</b>      | <b>2 CHILDREN(Daily Rate)</b> |
| 2:00PM – 3:30PM = \$5.00        | 2:00PM – 3:30PM = \$10.00     |
| 2:00PM – 4:30PM = \$10.00       | 2:00PM – 4:30PM = \$15.00     |
| 2:00PM – 5:30PM = \$15.00       | 2:00PM – 5:30PM = \$20.00     |
| 2:00PM – 6:00PM = \$18.00       | 2:00PM – 6:00PM = \$23.00     |

- **LATE FEE: \$10.00 for each 15 minutes after 6:00pm**
- **HALF DAYS: Please add an additional \$10.00 from 12:00 to 2:00 pm**

If you do not need the entire program and only choose the first hour for  
**HOMEWORK ASSISTANCE**

The charge is **\$5.00 per day**. (2:00pm to 3:30pm)

You may enroll your child in the **AFTER SCHOOL PROGRAM** on an as needed basis, a few days a week, one day per week, or every day that school is in session.

**The only requirement** is that all paperwork with the necessary information be completed prior to the first day your child uses the program, and the school office is notified that your child will be in the program that particular day,

If you consider using this service, please complete the attached sheet and return the completed form to school. If you do not need the services immediately, hold this form until necessary.

All communications should be clearly marked:

**AFTER SCHOOL PROGRAM  
MRS. JANET MEDVETZ**