



After School Club Grades PreK – 8

After School Club Program, co-directed by Mrs. Amy Kaltenbach and Mrs. Lauren Landsman, is offered to all students Monday – Friday from 3:00 – 6:00 PM and from 12:00 – 6:00 PM on half days. Each after school club day includes a snack, recess, supervised homework, and daily age-appropriate activities. Club themes include nature, cooking, crafts, games, and G-rated movies. Prior registration is required.

Registration for After School Club is \$30 per year. All checks are to be made payable to St. James Academy.

Pertinent Information: Health problems, allergies, custodial arrangements

AFTER SCHOOL CLUB REGISTRATION

Parents' Names: _____

Student Name: _____

Additional Student Name(s): _____

Registration Fee: \$30

Monthly Fee (5 days a week)

Prearranged Daily Fee

\$255 _____ 3:00 – 6:00
Half days 12:00 – 6:00

\$30 per diem _____ 3:00 – 6:00
\$55 per diem _____ 12:00 – 6:00

\$180 _____ 3:00 – 4:15
or 4:15 – 6:00 (following Middle School Sports)

____ My child(ren) will attend SJA After School Clubs with the fee of \$ _____ per month due on the first of each month.

____ My child(ren) will attend SJA After School Clubs on a **prearranged daily basis** on the following days of the week. I understand that I must select specific days for which I will pay monthly.

____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday

There are no refunds for absences or inclement weather.

I understand that the monthly fee is due by the first of each month in advance of care. Checks may be made to St. James Academy. A late fee of \$25 will be assessed for late payments. SJA After School Clubs abides by the policies and procedures described in the Student Handbook

including snow policy and early closings. Please make requests to withdraw and/or make schedule changes in writing two weeks in advance. Compliance with SJA's Disciplinary Policy is expected. A child whose behavior is disruptive or endangers him/herself or others may not be allowed to continue participation.

Parents' Signatures

Date

Revised:8/13/18

AFTER SCHOOL CLUB GUIDELINES & DAILY SCHEDULE:

3:00 – 3:15 PM	Arrival/ snack
3:15 – 3:20 PM	Clean-up/bathroom break
3:20 – 4:00/4:05	PM Recess
4:05 – 5:00 PM	Homework/ quiet time
5:00 – 5:45 PM	Crafts/games/projects/movies/ etc.
5:45 – 6:00 PM	Clean-up
6:00 PM	Club dismissal

****Parents please sign-out daily****

Late pick-up beyond our 6 PM dismissal time will result in a cost of \$20 until 6:10 PM with an additional \$1.00 per minute beginning at 6:11 PM until pick-up. Excessive/ continued late pick-up time may be subject to dismissal from SJA's After School Club. Please respect our staff!

Snow Policy:

After Care Club will remain open all reasonable conditions. If the conditions become extreme, SJA will announce early closure through our website. PLEASE be considerate of our staff and the safety of all when planning your pick-up schedule. Allowing extra time for slippery roads and slower traffic should be prioritized. **Please note:** All late fees will begin at the time of designated early closure.

In the event of an emergency the phone number to reach SJA's After School Club is (410) 790-6976. All daily communication may be handled through the Main Office.

Please contact Mrs. Amy Kaltenbach or Mrs. Lauren Landsman at akaltenbach@saintjamesacademy.org or llandsman@saintjamesacademy.org.