

ST. FRANCIS XAVIER PARISH/NOTRE DAME SCHOOL **2018-19 AFTER SCHOOL PROGRAM**

St. Francis Xavier Parish, in collaboration with St. Mary Parish, will offer the After School Program at Notre Dame Elementary School for the 2018-2019 school year, starting August 30, 2018.

Fees will remain the same as last year: \$11 per day/3+ days per week; \$13 per day/1-2 days per week, and \$16 per day for drop-ins.

The Sign-up Sheet for September 2018 is due August 15, 2018. Future Sign-up Sheets are due by the 15th of the prior month. Notification of changes to your scheduled dates should be sent directly to jkopp@gracesystem.org as early as possible. Families should not deviate from their scheduled dates without approval by Jennifer Kopp. Please contact Jennifer at the email above to make a change. When a child attends the program on an unscheduled day, a fee of \$16.00 per child will be assessed for the day. It is payable when you pick-up your child that same day.

Fees are due with the Sign-up Sheet by the 15th of the previous month. After the due date, fees will be calculated using the drop-in rate of \$16.00 per child per day. Fees for drop-ins must be paid on or before the day of service.

After School Program service ends promptly at 5:30pm. Penalty for late pick-up is \$1 for every minute late. The After School Program is not available on early release or non-school days.

If Notre Dame Elementary School has an early release or is closed due to weather, there will be NO AFTER SCHOOL PROGRAM available. All children should be picked up upon school closing. If sports or other after school activities are cancelled due to weather, we will contact parents via phone, mass email, or messages to try to come get their students at their earliest convenience.

Here are some important points of interest:

- We will be using Door #3 on Superior for the Before/After School program.
- Families can pay a \$15.00 key card deposit to gain access to the school during scheduled times.
- All staff and students will be in Room #115 in the Elementary School each day from 3:00 pm- 5:30 pm

If you plan to utilize the After School Program, please complete a Schedule and Registration Form for each of your children. It is important we have this information on file before your child(ren) can attend the After School Program.

Please contact Jennifer Kopp at Notre Dame School 920-337-1103 or email jkopp@gracesystem.org with questions.