



Welcome to Catholic Academy of Waterbury's Shine Before & After School Program for students grades Pre-K through 8. Our program is available on a consistent basis or simply as a drop-in option. The Before School Program runs every school day from 6:45 a.m. to 8:30 a.m. in the gym. The children will be released at 8:30 a.m. to their teacher. The Before School Program will be available at 8:45 a.m. on days with weather-related delayed openings (**2 hour delay, following City of Waterbury schools on all news stations**). The children will have time to read books, play games or do school work during this time. The

After School Program runs daily from dismissal until 5:30 p.m. in the cafeteria. The program is available when school is dismissed at 12:30 p.m. but is not available on days when school is canceled or dismissed early due to weather conditions. **Please provide a**

snack and drink for your child each day they attend; students can purchase ice cream for \$1. If you would like to register your child/children for the CAW Shine Before & After School Program, please fill out the attached application and return it to the Main Office. All students attending regularly or as a drop-in must submit an application.

Policies & Procedures

Shine Director: Ms. Deanna DeSena

Before/After School Hours Cell Phone: To be Announced!

Shine Before School Pricing

Daily fee of \$8 for the first child, \$4 for additional siblings

Shine After School Pricing

Daily fee of \$12 per child, on half days the cost is \$15 per child

Siblings daily fee is \$6 per additional child, \$7.50 on half days per additional child

Shine Pick-Up Procedure

To ensure your child/children's safety, he/she may not leave the Cafeteria unaccompanied. We require that a parent or previously authorized adult enter through the green doors across from the portable classrooms.. The parent or authorized adult must sign each child out of the attendance binder before leaving the building.

Shine Late Pick-Up

The After-School Program ends at promptly at 5:30 p.m. Anyone who is picked up past 5:30 p.m. will be charged an accumulating late fee, if late pick up occurs continuously, the family will no longer be able to use the program.

Shine Billing Procedures

Invoices will be sent out via email every Friday for the current week. The amount to be paid on Monday is stated in the first sentence of the invoice and under the balance section of the table. If you have any questions regarding your invoice, please contact Mr. Przysiecki at kprzyseicki@catholicacademywaterbury.org before the payment is due.

Shine Payment Policy

Payments must be made on Monday each week to the Main Office (att: Mr. Przysiecki) via your child's folder, in a sealed/ labeled envelope. Shine staff members are not permitted to accept any payments, they must be sent in through the Main Office. Any family that fails to make a payment will not be allowed to use the Shine Before and After School Program until their balance is paid in full.