



# ST. JOSEPH SCHOOL

30 MEADOW AVENUE, BRONXVILLE, NEW YORK 10708

(914) 337-0261  
FAX (914) 395-1192

## BEFORE AND AFTER SCHOOL PROGRAM 2021-2022 DESCRIPTION & POLICIES

### I. BEFORE/AFTER SCHOOL

Daily following school calendar.

#### **GRADES 1-8 PROGRAM**

Before school hours: 7:00 AM – 7:45 AM

After School hours: 2:45 PM – 6:00 PM

#### **PRE-K & KINDERGARDEN PROGRAM**

Before school hours: 7:00 AM – 8:00 AM

After School hours: 2:30 PM – 6:00 PM

### II. GENERAL INFORMATION

- Program is **not** available when school is closed due to inclement weather and holidays.
- **Aftercare Program** is **not** available on half days.
- Punctuality in picking up your child is **ESSENTIAL**.
- Parents are responsible for notifying the program of any changes in their child's schedule at least **24 hours in advance**. Messages may be left at the school office (914-337-0261) and/or email your child's teacher.
- If an unexpected problem requires notification between 3:00 and 5:00 p.m., please call the school office (914-337-0261).

### **III. PROGRAM CONTENT**

Homework Help & Supervision Daily, Snack, Outdoor Play/Games

### **IV. PROGRAM FEES**

One child: \$10.00 per hour daily

Two children: 14.00 per hour daily

Three children or more: \$16.00 per hour daily

### **V. PAYMENT POLICIES**

- Fees are computed on a **1/2 hourly** basis daily.
- Payments may be given to the program staff or the School Office.
- Checks should be made payable to **St. Joseph School**
- Invoices will be done on a monthly basis. Your invoice must be paid within two weeks after receiving the monthly invoice to avoid a late payment. Please pay promptly.

**Failure to pay on time will result in a \$25 late payment fee. Accounts that fall behind by more than one month may result in your child's dismissal from the program.**

Children must be picked up by 6:00PM. **Parents will billed \$10 per quarter hour (15 minutes) after 6:05PM**

*\*\*Please note: that if you have an outstanding balance from the prior academic school year, your child's registration will be held and will be incomplete until your balance is paid.*

### **VI. PICK-UP PROCEDURES**

**Monday through Friday:** Parents must ring the After School bell located at the front door of the school office.

**ANY SPECIAL INSTRUCTIONS REGARDING THE RELEASE OF YOUR CHILD SHOULD BE MADE IN WRITING BEFORE 9:00AM AND SENT DIRECTLY TO THE SCHOOL OFFICE.**