

**After Care Program Tax ID 22-1512281
St. Vincent Martyr School
26 Green Village Road
Madison, NJ 07940
973-377-1104**

Dear Parent/Guardian,

1. Enclosed is the registration packet for the 2026-2027 school year. Please return the completed forms by Thursday, September 3rd in order to enroll in the SVMS After Care Program. This program has limited capacity and fills up quickly. Your \$50 non-refundable family registration fee **must** be included with your enrollment forms. **Completed registration form and fee is to be placed in the mailbox labeled "school" located at the main doors, do not email.** After Care will begin on Tuesday, September 8th. Please make checks payable to SVMS After Care Program. Please place your payment in an envelope labeled with your child's name. If you should have any questions, please feel free to contact: Anne Marie Gisoldi Vice-Principal at agisoldi@svmsnj.org. You will only be contacted once registration is received if there is a problem.

Mission:

The SVMS After Care Program provides students with a safe and nurturing environment, to help meet the needs of parents whose children require supervision beyond the regular school day. **It is not a venue for playdates.**

Schedule:

- **Morning Care** is in the gym daily from 7:15 am - 8:00 am . At 8:00 am students will be sent to their classrooms.
- **After Care** is available to students when school is in **full-day session**, Monday through Friday from 2:45pm - 5:45 pm. After Care is also available on the half days during conferences, Dec. 1-3 until 4:00 pm. **After Care is not available when there are half days to begin a long weekend or before a vacation.**
- **Part-Time Care** is available to meet the childcare needs of parents who do not need 5 days of After Care for their children. Rates will be prorated.
- **Drop-In Care** is an hourly service offered on an occasional basis.
- **Invoices:** Invoices will be email during the first week of the following month. Please submit payment, checks payable to SVMS After Care by the due date to avoid a late charge.
- **Late charges:** A late fee of \$10.00 per day will be assessed after the payment due date.

Pick-up Procedures for the release of a child:

- We anticipate running After Care in either the Media Center or in the Community Room. We are able to remotely unlock the Ministry exterior door by the playground around the back of the school. There will be a note by the bell indicating where the program is being held. Please identify your children when communicating with After Care personnel.
- Only parents/guardians listed on the registration application are permitted to pick up your child. If another person will be picking up your child, submit a Release Permission Form to your child's teacher and the Main Office before dismissal. The person will be asked to provide a photo ID to the supervisor in charge.
- If a child remains past 6:00pm, the staff members will attempt to contact the parent/guardian phone number listed on this registration application. The emergency contact will then be notified. There will be an additional charge of \$25 for each 15 minute period beyond 5:50pm. Please understand that this is a very busy facility with numerous groups using school space for their activities.
- Your child **must** be signed out each day. They are not permitted to leave school grounds alone or sign themselves out.
- You cannot sign a child out for an appointment and sign them back in again later.
- Students who participate in school enrichment sessions will join after care upon completion unless otherwise noted on the enrichment form.
- Students who were out during the school day due to illness may not join in After Care that day.

Tuition:

- A registration fee in the amount of \$50 for all families is due at sign-up. Tuition is **prepaid** and is due on or before the 10th of each month for regular participants. Tuition is divided into nine equal monthly payments. These payments are averaged over the ten-month school year, making the final month tuition-free.
- We understand that there are months where there is not a consistent 5 days per week, but for consistency we have developed a monthly tuition fee that has been averaged out over the ten months of school with the tenth month being free of charge. The program is run on 4- week cycles excluding school vacations which may not coincide with calendar months.
- The SVMS After Care program is completely self - funded. The people who have the responsibility of taking care of your child/children are paid only through the funds that come in from the program, so paying in a timely manner is important. Please help us keep our quality care program the best it can be.

Early Dismissals due to Weather or Other Emergencies:

There will be **NO** After Care if there is any kind of emergency related to school. You are responsible to pick up your child/children at dismissal. The Alert System on all emergency closings will notify you. Please keep your emergency contact information up to date.

Early Dismissals:

After Care will only be available during the December Parent-Teacher Conference half days until 4PM. After Care will not be available on the days before major holidays and the last day of school. Please pack a lunch for your child/children on these days. G rated films may be shown during these days.

Student Absence:

Our costs remain constant throughout the school year. In the interest of providing a quality care program, we cannot reduce your tuition payment if your family takes a vacation or if your child is home.

Snacks and Food:

We ask that you provide a healthy after school snack for your child - no gum, no soda. Due to the growing number of food allergies in our student population and the potential health risks that certain foods pose to children with allergies, we require that everyone choose **"nut-free"** snacks.

Supplies

It is important that your child has materials available to them for use during After Care. Supplies include crayons/colored pencils/markers, coloring books, blank paper, etc.

Administration of Medication:

Program staff may not administer medications. If your child requires medication during those hours, please arrange for their administration at home in the morning, or by the school nurse near the end of the school day. In emergency medical situations, such as seizure disorders, the program staff may call qualified emergency personnel to attend to your child.

Schedule:

- A typical Extended Care schedule:
- **2:45pm - 3:00pm** Students will gather in either the **Gym, Community Room or Library or an alternative space** for attendance and eat a snack brought from home. **PLEASE nut free snacks!**
- **PreK and Kindergarten students are kept separate from the older children from 3:00pm - 4:00pm**

- **3:00pm - 3:30pm** Students are encouraged to work on homework. Students who do not have homework are required to bring a book or a quiet activity so that a quiet environment can be maintained for students completing homework.
- **Completion of homework-** Students will participate in outdoor recreation. It is important for the children to have weather-appropriate clothing. If inclement weather prohibits us from going outside, we will have an organized activity inside which may include watching a G-rated movie or participating in quiet indoor activities.

Code of Conduct:

We encourage appropriate behavior by all of our students throughout the day, whether during school or in our After Care Program. We have established a "Hands-Off" policy. Please help us reinforce this by reminding your child to respect the personal space and property of others. The "Hands Off" policy means there is no: hitting, tackling, tickling, punching, leaning on, etc. Please remind students to allow everyone their own space without interference. Staff members are to be given respect at all times. In the event that unacceptable behavior occurs parents will be notified. If the offending behavior continues, the student may be removed from the program. Our Code of Conduct, is outlined in the Student Handbook, and must be followed at all times.

After Care Program Menu of Services

Service	1 Child	2 Children	3+ Children
After Care 3:00-5:50 pm 5 days/week	\$350	\$650	\$780
Morning Care	\$10/per day	\$10/per day	\$10/per day
Drop-In Care	\$15/hour	\$20/hour	\$25/hour

Please return the completed registration forms in an envelope labeled with your child's name and grade, along with the \$50 non-refundable reg. fee (checks payable to SVMS After Care Program). Place in mailbox labeled "school" located at the main doors, do not email.

SVMS After Care Program

Please fill out ONE form per family. List other students & their allergies on back.

Family Name: _____

Address: _____ City _____ Zip _____

Home Phone: _____

Mother's Name: _____

Cell Phone #: _____

Home email: _____

Work #: _____

Work email: _____

Father's Name: _____

Home email: _____

Cell phone #: _____

Work email: _____

Work #: _____

Emergency Contact (Only called if above cannot be contacted):

Name: _____

Address: _____

Home #: _____ Work #: _____

Cell phone #: _____

Medical History:

Allergies (include allergies to particular medicines, foods and insects):

Does your child require an Epi-Pen?

Yes*

No

***If your child requires an Epi-Pen, please provide one to the Extended Care Program, prior to the first day of attending the program.**

Name of student _____ Physical disorders: _____

If your student is currently taking any type of medication, please list:

☐ I have read and accept the terms in the registration packet.

Parent Signature: _____ Date: _____

SVMS After Care Tuition Form

When will you use the program?

Family Name: _____ Monthly payment _____

Days of week your child/children will be attending: (please check off days and times)
This information will help us ensure that we have the proper number of staff available to run a quality program.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning: 7:15-8:00 am					
Drop in only: check day(s) and approx. time slot.					
3PM – 3:30PM					
3:30PM – 4PM					
4PM – 4:30PM					
4:30PM – 5PM					
5PM – 5:30PM					
5:30PM – 5:50PM					

SVMS After Care Program Release Form

Who may we release your child to, if you are not available?
(Please provide a photograph if available.)

I, _____, give the St. Vincent Martyr School Extended Care Program permission to release my child/children:

_____ to:
 _____,

Who resides at _____.

And may be called at: _____, or _____.

Alternate Pick-up person #2: _____

Phone Number(s): _____

This release may take place when I am unable to pick my child up from the SVMS After Care Program at closing time.

Signed: _____ Date: _____