

St. James' After School Program

September 2017 to June 2018

Philosophy

Our mission is to provide a fun, safe and secure environment as well as an extremely well rounded program with new choices every day. At Adventures, children can learn through play, decision making and personal experience in a relaxed environment. We are always open to new ideas.

Program Contents

Our weekly activities include arts and crafts, sports, computers, and other recreational, educational, and fun projects. We will take walking field trips, and partake in cooking, school enhancement projects, holiday celebrations and more! Parent involvement and participation is always welcome and appreciated.

Days of Operation

Our program operates on all school days according to the St. James School calendar. The hours are from 3:00 – 6:00pm Monday through Friday. All children are to be picked up NO LATER than 6:00pm. Late fees will be charges to your account if you arrive after 6:00pm. There will be no Adventures Program when St. James is dismissed early due to incimate weather.

Cost

We have daily and weekly rates. Payments are to be made bi-weekly. Our rates are as follows:

1 Day.....	\$24.00
2 Days.....	\$35.00
3 Days or More.....	\$50.00

Additional Child Rates Are As Follows:

Per Week.....	\$22.00
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Attendance

On an as needed bases.

Absence

Parents/guardians are responsible for notifying St. James School by 2:00pm each day in the event that their child will not attend the Adventures Program as scheduled. This policy is to ensure the safety of your child.

Arrival and Departure

All parents/guardians are responsible for picking up their child. Children will be released only to those people who are authorized on the child's registration form. Picture ID is required of people whom our staff are not familiar with each day.

Special Needs

We will gladly accommodate any of the special needs, such as dietary restrictions, that your child has as long as we have some sort of documentation written by the parent/guardian of the child or an Adventures staff member. Diet/physical limitations should be given to us immediately so that we can help your child be as safe and healthy as possible. Any family with legal limitations as to who may not pick up their child, should discuss this with the director immediately. We do require parents to provide us with a copy of a court order for our file if a parent is legally restricted from picking up his/her child.

Fees

Tuition is due on every other Friday of each week unless families have extenuating circumstances and a payment schedule is worked out between the parent/guardian and the director. A record of this payment schedule will be kept in your child's file. Special arrangements can also be made for parents/guardians with special circumstances such as those in which children are enrolled part-time or otherwise. If a tuition bill should go one month past due, payment will be required for your child to return to the program. A fee of \$20 will be added to your account for each check that is returned from our bank. Receipts will be given only to parents/guardians who request them. It is the parent/guardian's responsibility to keep track of payments for tax purposes. Adventures staff members are unable to provide this service due to the large number of children who attend our program.

Arrival/Departure of Children

All children are to be picked up no later than 6:00pm. A \$5 late fee is added to your account for each increment of 5 minutes after 6:00pm. At the time that you pick up your child, it is imperative that you sign your child out. When parents pick up their children from one of our walking field trips, we do require you to wait until we are at our destination before attempting to pick them up. This is for all the children's safety.

Homework Policy

Either a St. James School teacher or an Adventures staff member will be available for assistance with homework daily. It is however, the parent's/guardian's responsibility to ensure that their child's homework is completed. This is a big part in the development of responsibility for our children.