
Holy Trinity School After School Program Information

- ❖ **PURPOSE:** Holy Trinity School offers a quality, secure and cost-effective after school care program to assist students and their families in need of such a service. The After School Program supports the school's mission. *Holy Trinity School is a Catholic community, which promotes Christian ideals in a safe, nurturing environment. Students are given the opportunity to achieve academic success, and to develop responsibility and self-confidence.*
- ❖ **OPERATIONS:** The Afterschool Program shall operate on school days between the hours of 2:50 – 5:30 p.m. On Early-Release Days, the Program will open at 11:30 a.m. Children need to provide their own lunches on half days unless otherwise specified.
- ❖ **ELIGIBILITY:** Registration in the Afterschool Program is available to any full-time student enrolled at Holy Trinity School, PK-8.
- ❖ **FEES & COSTS:** There is a one-time registration fee of \$50.00 per year, per child. (This covers snacks, arts & crafts, and supplies for the whole school year.) ***This registration fee is non-refundable.***
Daily Rates (subject to change)

\$4.75 per hour for the first child \$3.75 per hour for each additional sibling
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- There is a minimum of 4 hours attendance per week. You will be billed on this basis. Billing will be done in 15 minute intervals starting at 2:45pm
- Pick-up times are flexible, **but closing time is 5:30 p.m. SHARP**
A late fee of \$1.00 per minute will be charged after 5:30 p.m.*
*A \$15.00 surcharge will be applied for late pick-ups in excess of 3 times in a 30 day period.
- Billing will be done in advance of service based on the number of hours registered. Payments will be made through FACTS; total cost for the year will be split into 9 monthly payments beginning September. Families paying tuition in a lump sum must pay in advance by the first of each month based on the number of registered hours. **Adjustments for additional minutes/days will be billed monthly.** *No adjustments will be made for absences from the Afterschool Program.*
- ❖ **DAILY ACTIVITIES:** Afterschool Program activities shall include daily snack (provided), structured play and physical education activities, independent homework and reading time, arts and crafts, videos, computer games and occasional field trips. Field trips may require a small fee.
- ❖ **REGISTRATION:** Registration for the Afterschool Program involves completion on an application form, submitted to the Program Director *with a check for \$50.00*. All checks are made payable to Holy Trinity School Afterschool Program. Enrollment in this program is on a first-come, first-served basis.

Further information may be obtained by calling the HTS Business Office @773-3831.

After School Telephone # 413-512-0812 3:00pm until 5:30pm

Holy Trinity School Afterschool Program Policies

1. **CODE OF BEHAVIOR**

While we believe in providing a relaxed atmosphere for your children at the Afterschool Program, it is necessary to maintain order. Accordingly, it is necessary for the children to play in a quieter manner when we are indoors. They are also expected to respect others' property and speak courteously to others. After snacks, they are required to clean up their areas. Please remind your children of these obligations.

2. **DISCIPLINE**

If a child is misbehaving and/or creating a safety hazard, he or she will receive verbal warning and a subsequent time out. In the event of severe misbehavior and unwillingness on the part of the child to cooperate, it may be necessary to contact the principal and parent. If the difficulty continues, enrollment in the Afterschool Program will be terminated.

3. **SNACKS**

Snacks will be provided daily, which will include food and drink. We ask that you do not send candy or gum with your child to the Afterschool Program in accordance with Holy Trinity School policy.

4. **EARLY DISMISSAL FOR ILLNESS**

If your child becomes ill during the Afterschool Program, we will contact the adult indicated on the child's Emergency Contact form, kept on file in the Afterschool Program. If your child is dismissed from the Afterschool Program due to illness, he or she is not allowed to return that day. Likewise, children dismissed from their school day due to illness are not permitted to attend the Afterschool Program that day.

5. **EMERGENCY CONTACT FORMS**

No child will be allowed to utilize the Afterschool Program without a current Emergency Contact form on file.

6. **SCHEDULE CHANGES**

It is required that parents notify the Afterschool Program of any changes in their child's regular attendance schedule, as well as any changes in their regular transportation routine.

7. **PICKING UP YOUR CHILD**

Children are expected to be picked up on time. If parents are going to be late, it is necessary for the Afterschool Program to be notified. Habitual lateness will be cause for added charges and fees. A \$15.00 surcharge will be applied for lateness which exceeds three times in a one-month period.

8. **EARLY CLOSING**

It is sometimes necessary to close the Afterschool Program early, due to inclement weather. When this happens, we will broadcast the information on WHAI radio, 98.3 FM. We will also contact parents via phone.

9. **SPECIAL EVENTS**

During the school year, we will be organizing special events for the children. Occasionally we will send home permission slips for parents to sign. On some half-days, your child may have the option of purchasing pizza for lunch. Notices and order forms will be sent home for you to sign and return.

10. **OUTSIDE PLAY**

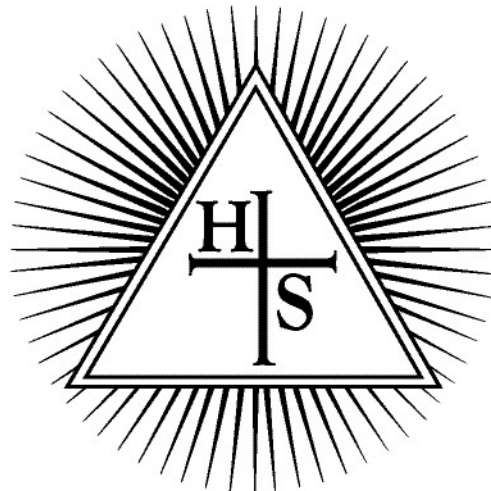
We will take the children outside to play daily. The duration of the outdoor play will depend on the weather. Please be sure your child has appropriate outdoor attire for the weather. Snow pants, boots and mittens are a must in winter months.

11. **END OF SCHOOL**

The Afterschool Program will close for the year one day prior to the last day of school.

*In conclusion, we ask that you review the rules of conduct with your children.
If you have any questions, please call The Business Office.*

*The Holy Trinity School Afterschool Program follows all policies and procedures
for discipline as set forth in the Parent Handbook.*



**HOLY TRINITY SCHOOL (413) 773-3831 ~ AFTERSCHOOL PROGRAM (413) 512-0812(3:00pm-5:30pm)
REGISTRATION FORM**

(Please print or type)

STUDENT INFORMATION

Name: _____ Grade : _____
Last First Middle

Address: _____ Home Phone#: _____
Cell Phone#: _____

FAMILY INFORMATION

Student Lives With: _____Mother & Father _____Mother _____Father

Please provide names of Parents: _____
_____Mother & Stepfather _____Father & Stepmother

Please provide names of stepparents: _____

Please indicate name & relationship of person child lives with other than above: _____
COURT DOCUMENTATION MUST BE PROVIDED IF PARENTAL RIGHTS HAVE BEEN LIMITED OR TERMINATED.

PARENT/GUARDIAN INFORMATION

Father's Employer Name & Address: _____
_____ Business Phone# _____

Mother's Employer Name & Address: _____
_____ Business Phone# _____

AUTHORIZATION

Please list whom you authorize to pick up your child from the HTS Afterschool Program. Please note-your child will not be released to any person not on this list unless written consent is received. In the case of an emergency or last minute change, verbal authorization is acceptable.

1.) _____ Relation to Child: _____
Phone # _____ Alt. Phone # _____

2.) _____ Relation to Child: _____
Phone # _____ Alt. Phone # _____

3.) _____ Relation to Child: _____
Phone # _____ Alt. Phone # _____

SCHEDULE INFORMATION

*It is imperative that you circle **ONLY** the days which you need the program. Many are in need of the service and we hope to accommodate as many as possible. A final confirmation of your schedule will be made in August.*

DAY: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Pick-Up _____ Time

\$50.00 Registration Fee MUST accompany this Registration form. FACTS customers will have their total billed equally, monthly.* See Afterschool information page. Rev. 4/24/07