



LATE STAY PROGRAM

St. Joseph's Catholic School Late Stay Program will begin on **Thursday, August 21, 2008**. Reservations are now being taken. If you anticipate using the program regularly, or even occasionally, please complete the enclosed form and return it to the school. If you have questions, please contact Melissa Broering at 234-9009, ext. 120.

General Policy:

1. The Late Stay Program will be in operation on M, T, TH, and F from 3:30-6:00 P.M., and on Alpha and Omega Wednesdays from 1:30-6:00 P.M., and is available for both Middle and High School students. Participants will have a snack provided by the school followed by directed study time and recreation time. No late stay will be provided when school is closed, on half-days that precede vacation holidays, or when school closes early due to inclement weather.
2. School rules (as stated in the Parent/Student Handbook) must be followed by all students attending the program. Violations will be referred to the Male or Female Dean of Students.
3. **High School and Middle School students not picked up from school by 1:45 on Wednesdays and 3:30 on all other days will automatically be sent to the Late Stay Program, starting on Tuesday, August 21.** Students will be signed in as they enter and parents are responsible for signing their children out. If anyone other than a parent is picking the student up, it should be noted on the enclosed form or the school must be notified in advance by the parent.
4. The Late Stay Program closes promptly at 6:00 P.M. A late charge of \$1.00 per minute will be billed for students not picked up on time.
5. Reservations for students not using the program on a regular basis may be made by sending a note to school marked "LATE STAY" or by emailing or calling Mrs. Hawkins at the school: dhawkins@sjcatholicschool.org or 234-9009, ext. 103.
6. Billing will be added to the tuition and fees account and will be due monthly. A past due account must be paid in full before the child may continue in the program.

Fees: Hourly: \$3.00 per hour **per child** for any portion of each hour.

Overtime: \$1.00 per minute **per child** after 6:00 P.M.

Late Stay Program financial obligations are considered to be financial obligations to St. Joseph's Catholic School. The handbook policy on financial obligations is in effect for the Late Stay Program.