



Dear Parents,

Welcome to SS. Andrew – Thomas After School Care Program. We are very excited to have the opportunity to serve you and your children. Our After School Care Program is designed for the Potosi School District students in grades 3K-8. The program will run from 3:15pm – 6:00pm Monday through Friday, and will follow the school calendar. Your child/children would participate in activities, enjoy a snack, and receive homework help.

We want to provide structure and fun in the After School Care Program; therefore our daily routine will be organized as follows:

- 3:15pm-3:40pm – Arrival, restroom breaks and activities.
- 3:40pm-4:00pm – Snack Time
- 4:00pm-5:00pm – Games, activities, outside play, gym time and homework.
- 5:00pm-6:00pm – Free time and clean up.

If you would like to sign your child/children up, please fill out the attached application and return it to the SS. Andrew – Thomas School office. You can choose to either mail your application to SS. Andrew – Thomas Catholic School, PO Box 160, Potosi, WI 53820 or drop it off in our school office.

If you have any other questions, please do not hesitate to contact our SS. Andrew – Thomas staff at **608-763-2120**.

Sincerely,

Mrs. Debra Pfab
SS. Andrew – Thomas School Principal



After School Care Program Application

After School Care Program Information

Student Information

Last Name:	First Name:
Age:	Current Grade
Date of Birth:	<input type="checkbox"/> Male <input type="checkbox"/> Female

Parent Information

Parents/Guardians:	
Home Number:	Work Number:
Cell:	Cell:
Email:	Email:

After School Care Program Schedule – 3:15 PM – 6:00 PM

Days that your child will be attending After School Care Program (check all days that apply)

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimated pick up time:

Medical Information

Health issues we need to know: _____

Allergies: _____

Parent/Guardian Signature: _____ Date: _____



SS. Andrew – Thomas After School Care Program Policies & Procedures

Director: Mrs. Debra Pfab
Assistant Director: Miss Bridget Curtis
After School Care Program Phone: 608-763-2120

After School Care Program Pricing

\$4.75 per child before 5pm one day a week	\$8.00 per child one day a week
\$9.50 per child before 5pm two days a week	\$16.00 per child two days a week
\$14.25 per child before 5pm three days a week	\$24.00 per child three days a week
\$19.00 per child before 5pm four days a week	\$32.00 per child four days a week
\$23.75 per child before 5pm five days a week	\$40.00 per child five days a week

** We can be flexible with week to week schedules as long as we know a week in advance **

Payment Policy

This application form is considered a contractual agreement with SS. Andrew-Thomas School. The number of days you sign up are the days you'll be billed for regardless of attendance. Weekly charges will be billed by SS. Andrew – Thomas Catholic School.

If the bill is consistently ignored and left unpaid, your child may not be allowed to continue in the program.

Pick-Up Procedure

To ensure your child's safety, she/he may not leave the building unaccompanied. We require that you or an authorized adult enter the school through the main entrance. If you would please ring the doorbell on the left side of the door. One of our After School Care Program Staff will answer the door. If someone other than a parent will be picking up your child please notify the After School Care Program Director. All children must be signed out before they leave.

Late Pick-Ups

All after-school activities end at 6:00pm. There will be an extension of grace for the first late pick up. After that, an additional day rate will be charged for every 10 minutes past 6:00pm (by the school's clock).