



School Year 2011-2012

To All STMS Families

From: Dr. Stephen Balkun

Subject: After-Care Procedures and Information for Per Diem After-Care, Sports/Activity After-Care and Daily After-Care Attendance.

It is mandatory that **all** parents/guardians **sign their full name and indicate the time of day before leaving the after-care room at the end of the day.** Also with the possibility of winter weather ahead and our understanding that emergency situations may occur due to traffic, etc., we are offering two emergency call-in phone numbers for **After-Care Only.** The phone numbers are (860) 372-0617 (STMS Cell Phone) or (860) 231-1258. The after-care proctor will be able to answer calls from 3:00 pm until 5:15 pm.

On Mondays **ONLY**, students in after-care can be picked up in the Science Lab (Room 4, the second classroom on the right side of the hall) because St. Timothy CCD classes need the classrooms. The rest of the week you may pick-up your child in the Music Room (the classroom right after the water feature on the left).

After-Care is offered on a per diem basis. It is \$20.00 per day. Parents may call the office before **Noon** to enroll their child for that day's after-care or send in a note requesting their child be enrolled in after-care for that day or the next few days. Also, STMS offers After-Care Before or After a Sport or Activity. The charge for this service is \$5.00 per day. **In order for Parents to use this service a WRITTEN NOTE must be sent to the office on the day the service is needed otherwise the per diem charge of \$20.00 will be charged**

Any student not picked up by 2:45pm on Monday, Tuesday, Thursday and Friday and 1:45pm on Wednesday will be sent to after-care to wait for their ride. **If the student has not been picked up by 3:15pm on Monday, Tuesday, Thursday and Friday and 2:15pm on Wednesday, the student's account will be charged the \$20.00 per diem after-care fee.**

Your cooperation in the above matters will be appreciated.