



ST. CHARLES BORROMEIO CATHOLIC SCHOOL

After School Child Care Information Letter

Dear Parents,

Thank you for your interest in the St. Charles Borromeo After School Child Care Program. We are pleased to be able to provide a safe and nurturing environment for your child. Mary Kate Calhoun is the program coordinator and Tracy Lorentzen-Hein is the daily program supervisor.

For the safety of your child(ren) Parents/Guardian or other individuals on authorized pick up list **will be required to show after care staff a valid picture id at pick up.**

All Children will need to be signed out, INSIDE at the aftercare program for pick up.

If there is an **After Care schedule change during the school day**, please **call the school office at 612-781-2643 to let them know of the change.** They will contact your child's teacher and transfer you to the After Care phone line so you can leave a schedule change message for the After Care staff.

A new After Care Authorized Pick Up Form and a new After Care Allergen and Health Form are required each year. They will be emailed out in the summer and collected at Back to School Night in late August. They are also available on the school website (stchbschool.org) >For Parents >Aftercare Program.

The following is detailed information about the program.

1. The After-School Child Care Program is held in the lower level of St. Charles School in the Middle School Commons (MSC).
2. There is a registration fee of \$30.00 per family for the entire school year or a \$20.00 registration fee for short-term or as-needed care totaling 10 or less days. This fee will be billed to you on your first tuition payment of the year or after you sign up for the After-School Care Program.
3. The daily cost is \$11.00 per child. If your child is picked-up by 3:30 PM there is only a \$6.00 charge. Your child(ren) may come every day, only a few days a week, or whatever your scheduling needs are. You will be billed monthly through TADS.
4. Program hours are from the end of the school day until 5:45 PM. A late fee of \$11.00 will be charged beginning at 5:46 PM in 15-minute increments. This may be waived due to an emergency situation or terrible weather conditions. **Please call us at 612-787-1119 to inform us if you will be late.**
5. The After Care Program is **not available on days school is not in session or on the last day of school.**
6. A monthly calendar is completed stating which days your child will be attending the After Care Program based upon your information.
7. Children attending the After Care Program (K-8) wait at a designated table in the cafeteria at the end of the school day. Their homeroom teachers will lead them there. After Care staff person will pick them up and lead them down to the Middle School Commons (MSC).
8. Students are assigned a locker for their backpack, coat, etc. A snack will be provided each day.
9. If your child has homework, they can work on that immediately after snack. From 3:45-4:30 our After Care group will go out and play on the playground, weather permitting. Inside there are MANY games and activities available to the children.
10. **When picking-up your child, please park in the upper lot behind the school, and enter the Door #6, inside the play structure area. Ring the**

Continued on reverse side

doorbell on the far-right door. Someone will answer, please identify yourself and your child's name and you will be buzzed in. Proceed to the MSC, which is down the stairs and to the left.

11. **Sign-out your child on their monthly calendar upon picking them up.** This serves as our attendance and billing record.
12. The phone number in the **After Care room is 612.787.1119.** This phone is answered during After Care hours—3:00 PM to 5:45 PM or until the last child is picked-up.

Messages can also be left at this number or **[an email mcalhoun@stchbs.org](mailto:mcalhoun@stchbs.org)**.

We hope this information letter has answered any questions you may have had about the program. We look forward to having your child join us!

Sincerely,

Mrs. Mary Kate Calhoun, Coordinator
mcalhoun@stchbs.org