

STAFF

The program employs a director and childcare aides in compliance with Diocesan and the State of Virginia guidelines. Staffing ration is in compliance with the D.S.S.

FACILITY

ASC's home base is the Middle School and we use all of the classrooms in addition to the playground for our outdoor space.

REGISTRATION

Registration is mandatory for participation in our program, **including drop-ins**. This fee is \$15. Registration includes an application along with a parent agreement.

DROP-IN RESERVATIONS

A 48 hour reservation is required for all drop-ins. Please notify the ASC office at 741-8927 or e-mail fsmith@saintmary.org.

HOURS

ASC operates on school days from dismissal until 6:00 pm SHARP. For other situations, such as staff in-service, half-day dismissals, etc., please refer to the School Calendar.

Late fees will be incurred if a child is picked up after 6:00 pm. These fees are as follows:
\$5.00 first offense; thereafter, \$1.00 per minute.

PICK-UP

Designated drivers must sign out students. Written communication is necessary when any non-designated driver will pick-up.

SNACKS

A nutritional snack and juice are provided daily. On half-day dismissals and full-day ASC, students provide their own lunch. A snack and juice are provided both morning and afternoon on full days of ASC. An additional snack is also provided for students in attendance beyond 5:30 pm.

MEDICATIONS

NO MEDICATION WILL BE ADMINISTERED WITHOUT A DETAILED WRITTEN NOTE FROM A PARENT OR GUARDIAN.

DISCIPLINE

Discipline problems will be discussed with a parent or guardian. Continuous offenses will be referred to the principal and appropriate actions taken, such as removal from the program.

ASC is a service provided for family convenience and this privilege can be denied.

FEES FOR 2016-2017

FULL-TIME (4-5 Days per week)

1 child	\$330/month or \$2,970/year
2 children	\$440/month or \$3,960/year
3 children	\$550/month or \$4,950/year

Semi-annual or quarterly payments can be arranged through the Director.

**These fees INCLUDE August and June, ½ day dismissals and full days ASC.

**Payments due the beginning of each month.

DROP-INS

1 child	\$22.00/day
2 children	\$25.00/day
3 children	\$29.00/day

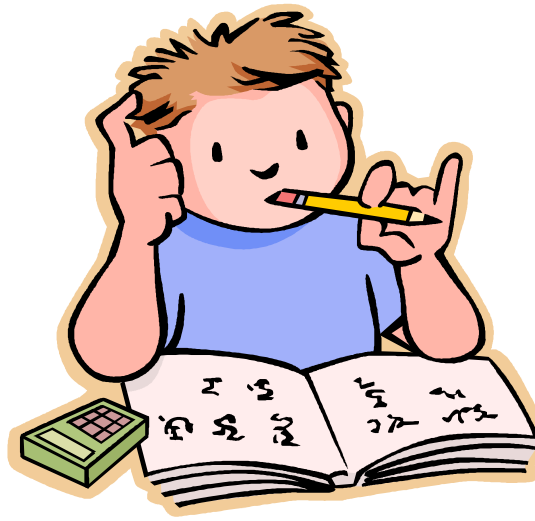
Half-days:

1 child	\$26.00/day
2 children	\$30.00/day
3 children	\$34.00/day

Full Days:

1 child	\$29.00/day
2 children	\$34.00/day
3 children	\$39.00/day

PLEASE NOTE: Drop-ins will be billed *monthly*. Payment due on receipt. A \$15 application fee (per family) is due at time of registration. A \$25 application fee will be charged after the first day of school.



St. Mary's School
9501 Gayton Rd.
Richmond, VA 23229
(804)740-1048
FAX (804)740-1310



St. Mary's School After School Care

St. Mary's School provides an ASC service to all our students, K-8. ASC is registered with the Virginia Department of Social Services. The goal of this program is to provide a caring and safe environment for our students after school hours. ASC allows each child the opportunity to participate in supervised homework, free play both indoors and outside and utilization of games and arts and craft supplies.

St. Mary's After School Care
(804)741-8927