Welcome to St. Margaret's After-Care Program

St. Margaret Regional School has had a After Care program for over 40 years. Your children are in loving hands that want to ensure that they are not only safe after school, but that they are in a fun and comfortable environment. The after-school program has basic structure and is otherwise a more relaxed atmosphere. We ask you to provide your child(ren) with a snack or two and toys or play clothes (if you deem necessary). We will occasionally provide snacks, so please note on the registration if there is anything that they are unable to eat/drink. We do provide games, legos, coloring books, balls, jump ropes etc. for the children, but if they have something special that they would like to play with- they may bring it in.

Electronic devices are permitted but must be turned off and kept in the child's backpack.
We do follow the school guidelines and children are NOT permitted to play games, watch videos, make phone calls or send texts while at after-care.

Please be sure that your child's name is on anything that they bring to After Care.

If your child(ren) is attending or not attending After-Care, we must be notified, AT LEAST, the day before, so we can staff appropriately.

A typical day in After Care consists of the following:
The children line up and are dismissed as a group. They are brought into the After-Care Room where they eat their snack and role is taken. Once they have eaten their snack and we have determined the children that should or should not be there- the time is theirs. We do provide an area for the children to do their homework and the After-Care Staff is there to provide assistance if necessary. If you want your child to complete their homework, please make sure that you let the After-Care Staff know so that they can make sure that before they play, they are doing their homework. Some parents would prefer that homework is NOT done in After Care, so unless we know otherwise, no child is made to do their homework!

When you register your child for After Care, we ask that you provide us with an emergency contact or two. This needs to be someone who is able to pick up your child- in case of emergency. For example, sometimes bad weather will occur and while the school may remain open until regular dismissal, After Care may close early. In that case you would be notified that you or your emergency contact would need to pick up your children by the designated time. Your emergency contact may also be needed in case of an illness.

Please make sure that this person is within 15 minutes of school and is able to pick your children up if necessary.

Please make sure that you are registered with School Messenger- this will be our means for communication for After Care cancellations or early closing.
The basic rule in After Care is communication. Please make sure that you communicate any changes in schedule, issues or problems with the After-Care Staff and as things may change on our end- we will communicate them with you!

Please feel free to contact me with any questions, Paula Davis, After Care Coordinator.
Email: latchkey@stmargarets-rs.org or
Phone: 856-384-8880 during After-Care hours only. (email preferred)

After Care Information 2026-2027

Registration Fee- $20.00 per family

After Care will begin on Monday, September 14, 2026

After- Care Hours:

Full School Day: 2:45pm – 6:00pm Half Day (12pm School Day): 12:00pm – 5:00pm

*** (Half Day After Care is determined by the number of children scheduled to attend. If you sign your child up and they don't show up, you will be charged.)**

After Care Rates: (Effective September 1, 2023)

(Please note rates are subject to change each school year)

One Child:	$15.00 Daily $75.00 Weekly
2 Children	$20.00 Daily $100.00 Weekly
3 or more Children	$25.00 Daily $125.00 Weekly

Early Dismissal After Care Rates: Please send your child with a lunch.

Pick up before 3:		Pick up after 3:	
One Child:	$15.00	One Child:	$30.00
2 Children	$20.00	2 Children	$40.00
3 or more Children	$25.00	3 or more Children	$50.00

IMPORTANT After Care Late Policy

After Care hours are from 2:45 – 6:00pm.
If for any reason you are going to be late picking up your child(ren), please follow the procedures below.

- **Please contact After Care (856-384-8880 during After Care hours only)** and let us know what the situation is and that you will be later than your normal pick up time. Please determine if you will still be able to pick your child(ren) up by 6:00pm.

- **If you will not be able to make the 6:00pm closing time, please contact your emergency contact to pick up your child(ren).**

- **There will be a $10.00 late charge for every 5 minutes for the first 3 occurrences. After the 3rd occurrence, the charge is $20.00 for every 5 minutes.**
  Payment of late fees are due the week that the lateness occurs and can be part of the weekly payment or a separate payment. Cash and Check are accepted.
- Excessive lateness will be handled on an individual basis.

- **Students who are attending After Care on a "Drop In Basis" for non pick up by the regular end of school day, will be charged DOUBLE the DAILY RATE and must also submit the registration form and fee.**

After-Care
IMPORTANT Payment Information

- Payment is due each Monday. Payment may be given to one of the After-Care persons in charge when picking up your child/children or sent into school in a envelope to the attention of After-Care. If Monday doesn't work for you, please inform the After-Care staff and we will work with you.
- Payments may be made by cash or check but must be for the **exact amount**. Receipts are available.
- **We are unable to give change or partial credits. Credits will only be given for a full day, if your child is absent or does not attend After-Care on a particular day.**
- **Payments cannot be made for more than one month in advance and may not be given for a random amount**. Payments must be for a specific number of days of anticipated attendance. At the end of the year, if an overpayment is made, we have no way to reimburse you and credit cannot carry over to the next school year.
- If your child/children's days of attendance vary, Payments do not have to be made daily, they can be made weekly after your child/children have attended After- Care.
- If your child is attending a club or tutoring after school and being picked up from the club or tutoring, you will not be charged for that day. However, if your child is brought to After- Care and signed out from our care, you will be charged for that day.
- Balances **cannot** go unpaid beyond a month or your child{ren) will be unable to attend until balance is paid.
- **ALL BALANCES MUST BE PAID BY THE LAST DAY OF THE SCHOOL YEAR or Next School Year Admittance will be at the discretion of the school.**

Communication

- When your child is out sick or not attending After Care for any reason, After Care must be notified.
  Please advise the school office and/or email the After-Care program at latchkey@stmargarets-rs.org.
- **If your child will not be attending After Care on a specific day when they would normally, you must send a note to the teacher and to After Care, and/or email After-Care at latchkey-stmargarets-rs.org.**

  If we are not notified, the child/children will go to After Care and you will be charged
- **After School Activities: Your child(ren) will not be permitted to attend any after school activity without authorization by a note or email. If they do not have a note, they will only attend After Care.**
- **As per the School Policy, children are not permitted to make calls or send texts from any electronic devices, if you need to reach your child, you may contact us at 856-384-8880.**

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