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PLEASE KEEP THIS SHEET FOR REFERENCE

BEFORE & AFTER SCHOOL PROGRAM INFORMATION

Effective: September 1, 2012

The HOURS OF OPERATION of the *Before & After School Program* are:
7:00 – 8:30 a.m. and 3:30 – 5:30 p.m. (2:30 – 5:30 p.m. on early dismissal days).

FEES for the use of this program are as follows:

Before School Program (applies between 7:00 am and 8:30 am):	\$4 per child
After School Program (applies between 3:25 pm and 5:30 pm*):	\$5 per child

If you use both the *Before and the After program on the same day*: **\$8 per child**

Early Dismissal Afternoons - additional charge of **\$3 per child**

* Families who have not picked their child up by 5:30 p.m. will have late fees incurred at the rate of \$10 per child for the first 15 minutes, or any portion of the first 15 minutes. A subsequent fee of \$15 per child will be charged for the next 15 minutes, or any portion of the next 15 minutes. The fees will be calculated using the time indicated on the sign out sheet (as displayed on the Before and After School clock). All additional charges will be added to the monthly invoice, and no receipts will be issued for late fees. Families who continually violate the hours of the program will be met with, and may be denied future use of the Program.

At 6:00 p.m. - if your child has not been picked up, the School will contact the “EMERGENCY CONTACT” as indicated on your *Before & After Registration Form*. Subsequently, if there is no one to pick your child up, Winnipeg Child and Family Services will be contacted – as, at this point, there is no one to provide care for your child.

Invoices for usage are sent home at the end of each month. **Payment is due by the 15th of the month following use.**

St. Gerard School is fortunate to be able to offer this service; and hopes that, with the continuous cooperation of our families, the program will continue to operate for those who require it. Thank you for your attention to this matter.