



WILDCATS CARE 2022-2023

October 1, 2022

Dear Parents and Guardians,

Thank you for your patience and flexibility as we have been preparing for the launch of the Wildcat Care program. We have been collaborating with Maryland's Office of Child Care to complete the requirements and inspection. With enthusiasm, St. John Regional Catholic School is proud to announce that the launch of our fun and innovative Wildcat Care is here!

Hours: 2:30-5:30 PM

Days: The Wildcat Care program will be offered Monday through Friday on regular school days. Wildcat Care will not be offered on half days, vacation days, or unexpected days out of school, such as inclement weather. In October, Wildcat Care will not be offered on Thursday, October 6 (half-day), Friday, October 7 (No School), and Thursday, October 13 (half-day).

The school calendar and Wildcat Care calendar are subject to change, such as an early dismissal or cancellation of after school activities, including Wildcat Care, due to inclement weather or other reasons. In addition to your monitoring the school calendar, the SJRCS staff and/or Wildcat Care staff will communicate any updates to you.

Daily Schedule: The general schedule may include: healthy snack, outdoor play, learning activity, arts and crafts, board games, homework time, and free play. We would like the students to get a jumpstart or finish their homework during the Wildcat Care time.

Snack: The snack schedule will be posted on the white board at the entrance of the gym. The healthy snack includes fruit, crackers, and water.

Capacity: The Wildcat Care program's current enrollment is 52 students (limited to 80 students). The students will be divided into three age-appropriate groups with supervision provided for each group.

Required Paperwork: The Office of Child Care requires standard paperwork for each child who attends Wildcat Care. The paperwork must be fully completed and submitted for each child prior to his and her

participation in the Wildcat Care program. There are no exceptions to this expectation of the Office of Child Care.

Staff: Currently, SJRCS staff will be engaged with the students during Wildcat Care. The students should enjoy seeing familiar faces after school.

Pick-Up Procedures: Within 5 minutes of SJRCS, please call **301-622-6722 and dial extension 2222**. We will answer the hallway phone and start preparing your child(ren) for pick-up. Please park in the lot near the gym (not the reserved parking places for the church). The parish office entrance/gym entrance will be locked, but the Wildcat Care staff will open the door for you. Until all the supervisors know each parent/guardian, we will ask to see your photo identification. We would like to know in advance if someone other than a parent is picking up your child(ren). Please sign out your child in the attendance book near the entrance of the gym. Please arrive promptly- by 5:30PM.

Communication: Please notify the Wildcat Care staff if you will be late by calling **301-662-6722, extension 2222**. Additionally, please let us know any information that may impact your child(ren) at Wildcat Care. We look forward to collaborating with you.

Registration: To register your child for Wildcat Care, please complete and sign the registration form attach the registration fee (check). Both paperwork and registration fee should be returned to the school office.

Attendance: If you have signed up your child(ren) for 4 or less days per week of aftercare, those selected days are considered your schedule for the month. You may not change those days from one week to the next. After your child's first month of Wildcat Care, you may make changes to your aftercare selection up to one time per month and receive a prorated credit towards your new selection, if applicable.

Fees

Fees will be billed through your FACTS account on the first day of the month.

- One-time registration fee per family: \$30
- Full-time students: \$350 per child, per month
- Part-time students: \$20 per day, per student
- Late Fees: \$15 per each 15 minutes, per child after 5:30 p.m.

Billing Policy

Wildcat Care fees for full-time and part-time students will be charged in FACTS at the beginning of each month. The Wildcat fees will be added to your monthly tuition amount. If your child's tuition has been paid in full, then a new payment plan will be created for Wildcat Care payments in FACTS.

Prorated Fees

Monthly Wildcat Care fees will be prorated for holiday school closures of a week or more (Christmas vacation and Easter Break). Fees will not be prorated for single day holiday or unplanned school closures.

Contract

When the registration form is completed and signed, your entering a legal binding 'contract', where the school agrees to provide Wildcat Care on specific dates. Parents agree to pay the monthly fees for

Wildcat Care. Monthly contracts are automatically renewed the beginning of each month and billed via FACTS.

Cancellation and Refund Policy

A 10-day written notice is required to fully cancel your monthly Wildcat Care contract. This notice may be provided as an email or by letter. Upon providing the written cancellation notice, you may receive a credit for any unused portion of the monthly fee (pro-rated credit) after the 10-day period.

Past Due Balances

Parents are subject to the fee structure within FACTS for declined payments. Past due balances of 30 days or more are subject to suspension from the Wildcat Care program until the balance is paid.

Students

Name: _____ Homeroom: _____

- Fulltime
- Part-time _____ Mon _____ Tue _____ Wed _____ Thu _____ Fri

Name: _____ Homeroom: _____

- Fulltime
- Part-time _____ Mon _____ Tue _____ Wed _____ Thu _____ Fri

Name: _____ Homeroom: _____

- Fulltime
- Part-time _____ Mon _____ Tue _____ Wed _____ Thu _____ Fri

I have read and agree to the above policies.

Parent's (or Guardian's) Signature _____ Date _____

Printed Name _____