



MOTHER CATHERINE ACADEMY
38833 Chaptico Road
Mechanicsville, Maryland 20659
mccademyprincipal@gmail.com
301-884-3165



Extended Day Care 2017-2018

Before Care Program

Mother Catherine Academy provides a Before Care Program that runs each day from 6:00 – 7:30 am as an element of its educational and student activity programs. Parents **MUST** accompany their children into the building and sign them in each day. If school is closed due to inclement weather, or if there is a two hour delay, the Before Care Program will be closed.

Breakfast is provided daily. Please notify the Program Director of any food allergies that your child may have.

The fee for full time Before Care (four or more days a week) is \$45.00/week for the 1st child and \$35.00/week for the 2nd child.

The fee for part time Before Care (three or less days a week) is \$35.00/week per child.

Drop in care is also available at a fee of \$10.00 per child.

Bills will be sent home weekly. If your child is attending Before Care and After Care, one bill will be sent for both services. Drop in care will also be sent a bill. Those enrolled in the full time or part time program will be charged for the full rate whether they use the program the entire week or not. Payments should be received by the due date on the bill. Checks should be made payable to Mother Catherine Academy. Please place payment in a sealed envelope marked "Extended Day Care".

After Care Program

Mother Catherine Academy also offers an After Care Program that provides a schedule of supervised play, snack time, occasional special crafts, and the opportunity for completion of homework as an element of its educational and student activity programs. Depending on the amount of time your child is in the program, all homework may not be completed by pick-up time.

A snack and drink are provided each day. Please let the Program Director know of any food allergies your child may have.

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MCA's After Care Program runs from 3:00 – 6:00 pm. It is requested that patrons be considerate of the Extended Day Care Staff by ensuring all students are picked up on time. There will be a \$1.00 per minute late fee assessed per child for each minute that parents are late picking up their child(ren) after closing time. The fee must be paid at the time of pick-up. You will be required to sign a late form at the time of pick-up agreeing to the fee charged. Children will only be released to legal guardians or designated persons as listed on the Emergency Contact Form. Those picking up children must sign them out. Children will not be allowed to go to the parking lot unaccompanied by an adult.

The After Care Program is not available on days that school is not in session. When schools close early due to inclement weather, or if all after school or evening activities are cancelled by the public schools, there is no Aftercare.

The Full-time fee for After Care (four or more days a week) is \$65.00/week for the 1st child and \$55.00/week for the 2nd child.

The Part-time fee for After Care (three or less days a week) is \$55.00/week/child.

Drop in care is also provided on regular school days and early dismissal days. Please call the school or send a note on the date of the expected drop in.

Drop in care is also available on regular school days at a rate of \$10.00 per hour or any portion thereof. Drop in care is also available on early dismissal days at a rate of \$10.00 per hour or any portion thereof.

Both Before and After Care Rates

Full-time Before and After Care for a single child: \$95.00/week

Full-time Before and After Care for additional children: \$75.00/week

Bills will be sent home weekly. If your child is attending Before Care and After Care, one bill be sent for services. Drop in care will also be sent a bill. Those enrolled in the full time or part time program will be charged the full rate whether they use the program the entire week or not. Payments should be received by the due date on the bill. Checks should be made payable to Mother Catherine Academy. Please place payment in a sealed envelope marked "Extended Day Care".

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Registration

A non-refundable registration fee of \$25.00 for one student or \$35.00 per family with multiple children is required to enter this program. All children utilizing the Extended Day Care Program must have a completed registration form and relevant emergency forms on file.

Staff
Contact Information
Director:
Mrs. Sarah Gascon
Extended Care Asst:
Mrs. Macaria Bennett

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Schedule of Activities

After Care Program

- 3:00 – 3:15 – Snack Time (snack and drink provided)
- 3:15 – 4:15 – Homework/quiet play time
- 4:15 – 5:45 – Play-time weather permitting they will play outside, if not, inside
- 5:45 – 6:00 – Clean-up

Early Dismissal After Care Program

- 1:00 – 2:45 – Play-time weather permitting they will play outside, if not, inside
- 2:45 – 3:00 – Snack time (snack and drink provided)
- 3:00 – 4:00 – Homework/quiet play time
- 4:00 – 5:45 – Play time weather permitting they will play outside, if not, inside
- 5:45 – 6:00 – Clean-up

Mother Catherine Academy Extended Day Care Program Rules and Discipline

The following rules are to be followed by each child who is enrolled in the Mother Catherine Academy Extended Day Care Program:

1. Students are required to follow all school policies for student behavior as outlined in the MCA Handbook
2. The same playground rules apply during Extended Day Care as they do during the school day.
3. Students are expected to bring all materials that they need for homework, etc. Students will not be able to go to their classroom or lockers while in Extended Day Care.
4. No hand held games, audio devices or cell phones are to be brought into Before or After Care Program.