August 2022

Dear SSCD Parents,

SSCD After School Club is a supervised, organized and purposeful after-school program for Ss. Cosmas and Damain Catholic School students enrolled in **kindergarten through sixth grade.**   
The club is limited and is based on need of our working parents. The school emergency contact form identifies people and contact information in oreder to release students who have been scheduled or placed in the program due to unexpected circumstances that may prevent pick up at school dismissal time.

Registration and payment are due the Friday before your child attends the After School Club. Approximate pick up times help with scheduling. There will be two staff members on grounds at all times.

We ask that if you intend to use the SSCD After School Program the first week of school, you fill out the forms before school begins. Email forms to [heather.kunselman@sscdschool](mailto:heather.kunselman@sscdschool). Oringinal forms and payment are due the first day of program use. We will accept same day notes or calls, if necessary.

When picking up your child, you must use the Ring Doorbell at auditorium enterance (used at drop off) to notify the supervisor in charge that a child needs to be released from the program. Your child will only be released to the people on your emergency list unless written notification is provided. It must state who is picking up the child. The person that is sent to pick up your child must present photo identification as requested.

We are happy that we can offer this additional, fun, safe, and secure service for your child/children after school. Childern may bring toys, activites or reading material from home in a separate book bag for use by your child only, SSCD is not responsible for loss or damage. If you have any questions regarding this program, please feel free to contact the school at 814-938-4224 or heather.kunselman@sscdschool.com

Sincerely,



Ms. Heather Kunselman

Principal

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For After School Program Dismissal

\*Fill out ONLY if different from School Emergency Form

22-23

Allergies, Health Concerns, Medications, etc.

Saints Cosmas and Damian

***SSCD After School Program***

***Purpose:*** To provide a supervised, organized and purposeful after-school program for Ss. Cosmas and Damain Catholic School students enrolled in **kindergarten through sixth grade.**

***Times:*** The program will follow the school calendar and will run from 2:30 until 5:30 pm Monday through Friday, while school is in session. Note: There will be no After School Program on half days, early dismissal days, or days that school is not in session*.*

***Fee:***The cost of the program is $4.00 an hour for the first child. *\* Each additional child per family will be $3.00 an hour.*

***Late Fee:***A late fee will be charged per child if you fail to pick up your child within the scheduled time. Late fees are as followed:  
 15 minutes $5.00  
 30 minutes $15.00  
*\*This program is being offered to help our working parents. If overtime is being taken advantage of, your child will no longer be permitted to attend.*

***Payment:***Payment must be made in advance for the week. No reimbursements will be possible for schedule changes, however, if your child is absent from school on a day they are scheduled to attend the program, credit will be given to you on the following week.

***Schedule Agreement:*** All children MUST be registered for the week by the prior Friday. We will only accept any children on a day to day basis if there is an emergency or unexpected need. We must know the number of children attending to ensure the proper amount of supervision will be provided.

***Pick Up:***If your child is picked up by someone other than those listed on the emergency sheet, communicated permission must be sent to the office. Under NO circumstances will a child be released to an unauthorized person.

***Schedule:***The first half hour will be spent in free play in our gym or outside weather permitting. A light snack and milk/water will be provided, sanck may be brought from home. A half hour of quiet time for those students who choose to take advantage of that time to complete their homework. Children who do not have homework should come prepared with a book or silent activity. Toys, activites and books may be sent in from home for your child’s use, SSCD is not responsible for lost or damaged items. The remaining time is free time.

***Discipline:*** The After School Program is under the direction of the Ss. Cosmas and Damian Catholic School. The program will be held on school property. Therefore, all students are required to follow the regular rules and regulations of the school. If there are any discipline issues, the parents will be notified as soon as possible. If the discipline problem continues to be an issue, your child will not be permitted to continue in the program.

***SSCD After School Program Weekly Schedule***

***\* submit this form weekly\****

Week of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $4.00 an hour for the first child.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $3.00 an hour for each additional child per family

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $3.00 an hour for each additional child per family

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Please check the day(s) your child(ren) will be attending with approximate pick up time:

\_\_\_Monday until\_\_\_\_\_\_\_\_\_

\_\_\_Tuesday until\_\_\_\_\_\_\_\_\_\_

\_\_\_Wednesday until\_\_\_\_\_\_\_\_

\_\_\_Thursday until \_\_\_\_\_\_\_\_\_  
   
\_\_\_Friday until\_\_\_\_\_\_\_\_\_\_\_\_

\*Please pick your child up promptly on or before 5:30pm.   
 A late fee will be charged per child if you fail to pick up your child within the scheduled time.

Late fees are as followed:   
15 minutes -$5.00 30 minutes-$15.00)  
  
\*Snack and drink will be provided, or you may bring your own  
(No candy or pop is permitted)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x \_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_  
 amount per day # of days total due

*Example 2:30-3:30=$4, 2:30-4:30=$8, 2:30-5:30=$12* per child

Example: 2:30-3:30=$7, 2:30-4:30=$14, 2:30-5:30=$21 for both

*a ten minute grace period will be given until next hourly charge is applied*