



**Early Archers & Archers After 3 Program**  
**(Before School Care and After School Care)**  
**2022-2023**

*Archers After 3* is offered to working parents so that they feel comfortable knowing that their child is supervised environment. In this program children will be given the opportunity to work on homework, play informal games, and receive snack. We are very excited to offer classes that children can also enroll in while attending Archers After 3. These classes will vary based on grade levels.

**Payment Options:**

***Early Archers:*** operates from 6:45AM-7:30AM each school day in the cafeteria.

***Archers After 3:*** operates from 3:15PM-6:00PM in the cafeteria. (3:00 PM-6:00 PM for Nursery, PreK1, & PreK2 students)

***Early Archers & Archers After 3:*** child/children can attend both.

***Archers Class:*** Golf, Young Rembrandts, Robotics, Tennis, Girls on the Run, Art, and Soccer Shots (more classes may be added based on student interest). **Classes are tentative and subject to change.**

**Registration:**

Registration is mandatory for each student. Your child cannot attend Early Archers or Archers After 3 if we have not received the registration form and \$20 registration fee (per family). This is to ensure that the required emergency information is on file.

**Discipline:**

All disciplinary expectations are enforced during the Archers After 3 program. Failure to comply may result in disciplinary actions or termination of services. St. Andrew the Apostle School reserves the right to dismiss a student from the Early Archers and Archers After 3 program, at its discretion.

**Fees:**

Fees will be calculated on a monthly basis and are required to be pre-paid. **No bills will be issued. In the event an invoice is sent as a late payment reminder, a \$10.00 fee will be assessed.** Please choose the plan that best suits your family needs. Payments must be made in the form of check, money order or debit/credit card (any debit/credit card payment will be assessed a \$5.00 processing fee). No cash accepted. Rates will not be pro-rated during holidays or school closures. If your monthly pre-paid fees are not paid by the predetermined date, the student may not be able to attend the Early Archers/Archers After 3 program the following month.

**Carpool:**

Carpool ends at approximately 3:30PM. Students, who are not picked up and are NOT on the monthly plan, will be checked into the Archer After 3 Program and a \$20 registration fee will be assessed. Also, a drop-in fee of \$15 per student or \$20 per family will be assessed and is to be paid at checkout time. **NO BILLS WILL BE ISSUED.**

**Late Charges:**

If for any reason a child is not picked up by 6:00PM, a late charge will be assessed and **must be paid at checkout time. If you are late three (3) times, your child will be dropped from the After 3 Program for the remainder of the school year.**

6:01-6:05PM	\$10.00 per student	6:15-6:20PM	\$25.00 per student
6:06-6:10PM	\$15.00 per student	6:21-6:25PM	\$30.00 per student
6:11-6:15PM	\$20.00 per student	6:26-6:30PM	\$35.00 per student

**Extra-Curricular Activities:**

Students who remain after school for extra-curricular activities such as clubs, sports, etc., should be picked up at the time designated by the club moderator or coach. Students on the Archers After 3 monthly plan will automatically report to the Archers After 3 Program. All other students not picked up immediately at the close of their class or sport, will be considered a drop-in. A fee will be assessed and is to be paid at checkout time. **NO BILLS WILL BE ISSUED.**

### Classes:

Registration for Archers After 3 classes will be made directly to the moderator of the class. Students enrolled in an afterschool class, club, or activity will report to childcare only on the day that he or she is scheduled, they are considered a "Class only student". Students, who do not attend class as scheduled once enrolled, are not eligible for a refund. Space is limited and students will be accepted on a first come first serve basis. If necessary, a lottery will be drawn for classes that exceed the number of slots available during registration

### Emergencies/Drop-Ins

We realize that there are times when emergencies arise and a student needs to remain at school. If it is necessary for a student to report to the Archers After 3 program but is not on the monthly plan or is not registered in the program, a parent should notify the school office. A drop-in fee of \$15.00 per student or \$20.00 per family will be assessed and collected at checkout time, no exceptions. Check, money order or debit/credit card payments will be accepted (any debit/credit card payment will be assessed a \$5.00 processing fee). Students who are not registered on the monthly plan and need the Early Archers services will be assessed a drop-in fee of \$7.50 per student or \$10 per family to be paid at check-in time.

### Monthly Payment Plan

Our monthly payment plan is a pre-paid service. The first month's payment is due at registration. Subsequent payments will be due on the last Thursday of the month. The student will not be able to attend the program if the monthly payment is not paid by the Monday following the predetermined dates (no exceptions).

- Thursday, August 11, 2022 (August Payment)
- Thursday, August 25, 2022 (September Payment)
- Thursday, September 29, 2022 (October Payment)
- Thursday, October 27, 2022 (November Payment)
- Thursday, November 17, 2022 (December Payment)
- Thursday, December 15, 2022 (January Payment)
- Thursday, January 26, 2023 (February Payment)
- Thursday, February 16, 2023 (March Payment)
- Thursday, March 30, 2023 (April Payment)
- Thursday, April 27, 2023 (May Payment)

**These dates are not tentative and are not subject to change.** There is no billing system in place. All fees are to be paid by the required dates listed above. If your monthly pre-paid fees are not paid by the predetermined date, the student cannot attend the following month. Please remit payment by check, debit/credit card or money order as no cash can be accepted. Any debit/credit card payments will be assessed a \$5.00 processing fee.

### 2022-2023 Early Archers Prepay Rates

Early Archers-1 child	Early Archers -2 children	Early Archers -3 or more children
\$60.00/month	\$65.00/month	\$70.00/month

Drop-In Rate: \$7.50 per child / \$10 for 2 or more children

### 2022-20223 Archers After 3 Prepay Rates

Archers After 3-1 child	Archers After 3-2 children	Archers After 3 -3 or more children
\$150.00/month	\$240.00/month	\$325.00 per month

Drop-In Rate: \$15 per child / \$20 for 2 or more children

**\*If students are attending Early Archers and Archers After 3, there is a \$10.00 monthly discount.\***

EARLY ARCHERS & ARCHERS AFTER 3  
REGISTRATION AND EMERGENCY INFORMATION

Child's Name \_\_\_\_\_ Homeroom \_\_\_\_\_

Allergies or other conditions \_\_\_\_\_

Child's Name \_\_\_\_\_ Homeroom \_\_\_\_\_

Allergies or other conditions \_\_\_\_\_

Child's Name \_\_\_\_\_ Homeroom \_\_\_\_\_

Allergies or other conditions \_\_\_\_\_

Child's Name \_\_\_\_\_ Homeroom \_\_\_\_\_

Allergies or other conditions \_\_\_\_\_

**Note:** If there are any restrictions on persons to whom your child may be released, you must inform the director. Instructions must be in writing, signed by the parent/guardian and dated. If it is a non-custodial parent of a student, please provide a copy of the court documents stating any such restrictions.

Parent information

Parents are: (circle one)    Married    Separated    Divorced

Mother's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

Father's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

Name of people authorized to pick up your child/children (other than mother/father)

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

**In case of Emergency:**

List at least 2 people who will assume temporary care of your child if you cannot be reached.

1.) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

2.) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

3.) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**Insurance Information**

Name of Company \_\_\_\_\_

Phone # \_\_\_\_\_ Policy # \_\_\_\_\_

Pediatrician's Name \_\_\_\_\_

Phone # \_\_\_\_\_ Preferred Hospital \_\_\_\_\_

**Emergency Authorization**

State law required that we have written authorization from a child's legal guardian to seek medical help in the event of a medical emergency. Signing the statement at the bottom of this letter will provide us with that authorization. Our policy, in the event of a medical emergency is to contact you first. If we cannot contact you, we will try to contact any others you may designate. In the event that we are unable to contact you or your designated representative(s), or if the medical emergency warrants response, we will act on your behalf and in the best interest of your child.

I, the undersigned, agree and understand that Early Archers/Archers After 3, St. Andrew the Apostle School, and the Archdiocese of New Orleans are not responsible for any accidents or injuries that my child/children may sustain arising out of their participation in the activities. I assume all risk associated with this activity and I, and anyone entitled to act on my behalf release Early Archers/Archers After 3, St. Andrew the Apostle School, and the Archdiocese of New Orleans from all claims whatsoever which may arise from this activity.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**How do you plan to use Early Archers & Archers After 3 (Circle Preferences)?**

Before Care Only    After Care Only    Before & After Care    Emergencies/Drop-Ins    Class Only

**Please do not write below this line – Office Use Only**

Registration \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

1<sup>st</sup> month fee \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_