

ST. MARY'S AFTER 3/ENRICHMENT

2018-2019

ECC/Lower School After 3

The After 3 program begins the first day of school, Monday, August 13th, and will be in operation every regular school day until December 18th. Hours of the program are from the time of school dismissal until 6:00 p.m. on regular schools days and until 5:00 p.m. on half days and/or special care days.. The After 3 program is held in the ECC Building. Snacks are provided and students enjoy reading and recreation time. Older girls have a set time to get homework done as well.

Middle School After 3

The After 3 program begins the first day of school, Monday, August 13th, and will be in operation every regular school day until December 18th. Hours of the program are from the time of school dismissal until 6:00 p.m. on regular school days. The Middle School After 3 program is held in the Windland Smith Rice Library. Students should check in with a Masterminds staff member no later than 3:45 p.m. Snacks are provided for all students. Middle school students have free time until 4:00 p.m. when quiet homework and study time begins. Upper school girls set their own pace of study in the afternoons.

Enrichment Classes

A variety of enrichment classes are offered each semester. There is no additional charge for the After 3 program if your daughter stays after school for an enrichment class, unless she needs to drop in when the class is over. For example; if your daughter is registered for a yoga class that starts at 4:30 p.m., she will come to the After 3 program at school dismissal, enjoy a snack, recreation time, and be able to work on homework until her enrichment activity begins. As long as students are picked up within 15 minutes of when the enrichment class is over, there is no additional charge. For ECC classes, all students must be potty trained to participate. Payment in full is due upon the start date of the program.

Registration To register for the After 3 program, call our office at 537-1415. You can also make reservations and payments through Ultra Camp, which is a completely separate portal than My Backpack. Please go to St. Mary's Episcopal School website → Campus Life → Enrichment + After 3 → Register Online.

Policies and Procedures

All policies and procedures expressed in the St. Mary's Student Handbook apply to the After 3 program.

PICK-UP AUTHORIZATION: Only adults designated on the registration form will be allowed to pick-up children from the program. Written authorization is required for pick-up from someone other than those listed on the registration form. The parent or authorized adult to whom the child is being released must sign the child's time sheet and record the time.

HOLIDAYS AND INCLEMENT WEATHER: After 3 will not be available on school holidays or days that the school is closed due to hazardous weather conditions.

LATE PICK-UP POLICY: It is important that students be picked-up promptly at the end of their classes. Children not picked up within 15 minutes of the end of class will be checked into Pursuits and charged a drop in fee. Students need to be picked up promptly at the end of the After 3. Parents will be charged a fee of \$2 per minute for the first 10 minutes. After 10 minutes, a late fee of \$5 per minute will be charged. All late fees must be paid at the time of pick-up. **If a student is picked up late more that three times in a semester, St. Mary's reserves the right to dismiss that student from the Pursuits program.**

COURSE FEES: A non-refundable deposit of \$25 per class is due at the time of registration. Registrations will not be accepted without a deposit, which is applied to the balance for the class. All fees are due in full at the start of each class. Registrations will be accepted after the deadline if the class is not full; however fees will not be prorated.

Important Numbers

Rachael Scarbrough, Enrichment Programming and Marketing Manager 537-3150

Kacie O'Kelley, Enrichment Programs Business Manager 537-1415

SMP-5th After 3, call 901-537-3149

Middle School After 3, call 901-537-3150

www.stmarysschool.org

AFTER 3
Registration Form 2018-2019

Student Name _____ Grade _____

Parent(s) Name _____

Address _____ City/State/Zip _____

Home Phone _____ Email _____

Day Phone (mother) _____ Day Phone (father) _____

Emergency Contact: _____ Phone _____

Please list any physical restrictions/allergies _____

Annual Registration Fee for After 3 is \$20 per student
Return forms before August 13th to the St. Mary's Enrichment Office, 41 N. Perkins, Memphis, TN 38117.
Feel free to scan to kokelley@stmarysschool.org for convenience.

After 3 (SMP)

After 3 (PK-8th)

_____ 5 days per week at \$250 per month
(Aug., Dec. \$125 per month)

_____ 5 days per week at \$225 per month
(Aug., Dec. \$112.50 per month)

_____ 3 days per week at \$210 per month
(Aug., Dec. \$105 per month)

_____ 3 days per week at \$195 per month
(Aug., Dec. \$97.50 per month)

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

_____ Drop-in only basis at \$20 per visit

_____ Drop-in only basis at \$20 per visit

***For Upper School (9th-12th) semester pricing please contact the Pursuits office at 901-537-1415**

-Remember -

*State law mandates that each care participant must have an updated registration form on file in the Enrichment Office.
If you have already turned in a form this school year, you do not have to fill out the following page.*

I affirm that, except as indicated, my child is in good health and able to participate in all Enrichment related activities. With the understanding that safety standards will be met, I release the St. Mary's Enrichment Program and St. Mary's Episcopal School from possible claims for injury to person or property which may arise from participation in activities, and I hereby covenant and agree to hold harmless St. Mary's Episcopal School, its employees, agents or representatives from any claim, liability or expense arising out of or in any way connected with any alleged incident or injury resulting from such participation. In the event of a medical emergency, if either parent or the emergency contact is not available, I give St. Mary's Episcopal school permission to transport my child to a medical emergency room for treatment. I also give permission for my child to participate in any field trips included in the activities for which she is registered.

2018-2019
Pick-up Permission Slip

Student's Name _____

The following people have my/our permission to pick up my/our children from the St. Mary's After 3 Program:

1. _____ Phone _____

2. _____ Phone _____

3. _____ Phone _____

4. _____ Phone _____

5. _____ Phone _____

Parent/Guardian Signature _____