



Sacred Heart Catholic Academy
84-05 78th Avenue
Glendale, New York 11385
Tel (718) 456-6636

September 2024

Sacred Heart Catholic Academy After School Program (Grades K through 6th)

Dear Parents and Guardians,

Sacred Heart Catholic Academy offers an After School Program for students in grades **Kindergarten through 6th grade**. Participation in the program for students in grades 7 and 8 are negotiable and require pre-approval. The program runs Monday through Friday from dismissal until 6:00 p.m. The program includes time for a light snack (*provided by the parents*), free playtime in our gym or on occasion outside, under SHCA faculty supervision.

Participation in the SHCA After School Program is on a monthly basis with the option to choose from a 5 day or 3 day program. If choosing the 3 day program, exact days are to be provided at the beginning of each month. Pre Registration is mandatory to participate in the program.

Registration	\$25.00 <i>Due at time of registration with completed Parental Permission Form.</i>
5-Day Program	\$200.00 per month (one child) \$300.00 per month (two children) \$400.00 per month (three children) <i>Payments are to be made in the form of cash or check (payable to SHCA) and are due at the beginning of each month.</i>
3- Day Program	\$150.00 per month (one child) \$225.00 per month (two children) \$305.00 per month (three children) <i>Requires specific days provided to the school at the beginning of each month.</i>
One Day Rate	\$25.00 per day / per child Pre registration is still required and the school and teacher must be notified in advance.
Late Fee	\$10.00 per day / per child / every 15 minutes after 6:00 p.m.
Pick up between 3:15 p.m. - 4:00 p.m.	\$10.00 per child



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Payments for families using the monthly option are due at the beginning of each month. Payments for families using the program on an as needed day basis will be billed at the end of the month. Regardless of which option you select, all families are required to complete and return to the pre registration form with the \$25 fee. ALL students are required to have all necessary homework material with them as they will NOT be allowed back to the classroom after regular dismissal. The designated door for after school pick up the main entrance on 78th Avenue.

If you have any questions, please feel free to contact the school at (718) 456-6636.

Thank you.

Michael J. Callaghan, Principal



Sacred Heart Catholic Academy OF GLENDALE

SHCA After School Parental Permission Form (Grades K - 6th)

Student Name	Grade	Date of Birth

Program Selection

<input type="checkbox"/> 5 Day Program	<input type="checkbox"/> 3 Day Program (<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F)
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Medical Information (Mark "NONE" if this does not apply.)

Medical Condition and/or Allergies	
Physical and/or Dietary Restrictions	

Parent/Guardian Information

Full Name	
Relationship to Child/ren	
Email Address	
Cell Phone / Work Phone	

Emergency Contacts *Persons listed below are authorized to provide care for your child and will be contacted in the event you are delayed in arriving by 6:00 p.m.*

Contact #1

Full Name	Cell Phone	Relationship

Contact #2

Full Name	Cell Phone	Relationship

Parent Signature: _____

Date: _____