



Seton School Aftercare Procedures

Please keep this page for your reference.

- The cost of aftercare is \$8.00 a day per child.
- Seton School does not provide snacks for aftercare. Please send an individual snack for your child(ren). No candy or soda, please. Water is available.
- To contact aftercare staff after 3pm, call **920-452-1571 and extension 404**.
- Bills are sent at the end of the month in your Friday folder.
- Bills should be paid by the 15th of the month. Please make checks out to St. Elizabeth Ann Seton Catholic School (SEAS).
- If aftercare fees are over 30 days late, use of aftercare will be suspended for that family until all fees are paid.
- When picking up, please use the back door of school. Ring the bell and we will unlock the door for you.
- All rules of St. Elizabeth Ann Seton Catholic School that are stated in the Parent Student Handbook are enforced in aftercare.
- Students are responsible for the school items that they are using. If anything is damaged it must be reported to the aftercare teacher immediately.
- We do understand that life can be unpredictable and you may need to have your child(ren) stay for aftercare on a drop in basis, please contact the school office at 920-452-1571 before 2:30pm on the day your child(ren) will stay.
- For safety reasons parents or a designated adult must come into the school to pick up their child(ren). If another adult is picking up your child please inform the school office by 2:30pm. All students must be signed out by the adult picking up the student.
- Aftercare is offered 5 days a week with the exception of non-school days. If school is closed because of weather so is aftercare. **There is no aftercare on early release days.**
- Aftercare closes at 5:30pm students not picked up by 5:30pm will be billed \$5 per child for every 15 minutes or any portion of those 15 minutes the child(ren) is left in aftercare.