

Policies and Procedures: Code of Conduct

- All classes will run with 14 spots available. Each class will only run if we meet the minimum requirement of 5 children.
- If there is high demand for a certain class we will try our best to accommodate by adding an additional class to the schedule.
- If you have an outstanding balance from the Spring 2019 program or any other after school program, you will not be able to reserve a spot. If you have any questions regarding your balance please email Ms. Kathy at kames@cathedralschoolny.org
- If there is a class you are very interested in and your child does not meet the age requirement please reach out to Ms. Kathy.
- We offer a flex-pay option. Dividing your total invoice into 3 smaller payments. Again, outstanding balances will hinder your ability to sign up.
- Parents/caregivers must arrive 10 minutes prior to dismissal to ensure a smooth handoff from instructor to parent/caregiver. If a parent/caregiver knows they will be late to pick up, they must call the office prior to 4:00 p.m. to insure clear communication to the instructor.
- If a child is left 5 minutes past the start to the next class, he/she will be placed in a class and a \$40 drop-in fee will be charged.
- Dismissal will take place in the lobby of the Church office, 337 East 74th Street.
- Drop-in fee is \$40 payable by check or money order. Cash will not be acceptable.
- Withdrawal from any program after the 3rd class will not be refunded under any circumstances.
- Pro-rating will only be applied as long as 8 classes are left in the session.
- Children are encouraged to bring a snack to be eaten before class begins. If you have an older child in middle school, 5th - 8th grade, who will need to go out for a snack we will need written consent from a parent/caregiver before allowing the child to leave school grounds. Consent must be given for each term, **in writing**.
- Children are not to be left unattended in the Auditorium after the beginning or end of an After School Program. School closes at 5:20 p.m., all students must be picked up before that time. Any student left at school passed the dismissal time will be placed with the security guard and parent/caregiver will be charged a late pickup charge of \$40.
- All spaces being used for after school programs must be respected. If you or your child are in a space in which a class is taken place, please make sure your child is behaving accordingly as to not distract or interrupt that class.

- For PreK3 - PreK4 students, as your children may be enrolled in full day classes, the Cathedral School now offers Little Helpers! From 2:45 p.m. - 3:25 p.m., this is only available to Pre School students who are enrolled in a 3:30 after school class. An automatic fee \$50 will be added to your after school invoice.

As a signatory, I understand that the Head of School of the Cathedral School can terminate this contract at his/her sole discretion, If he/she determines at any time that (1) the student and or parent/caregiver has not satisfactorily met the Cathedral School standards for conduct; or (2) the continued enrollment of the student in the After School Program is contrary to the best interests of the school or the general welfare of the Cathedral School community. The Head of School's decision may be based on the actions of the student, parent/caregiver of the student and or anyone associated with him/her, they/them. No decision to terminate a student's after school enrollment will release the parent/caregiver of the financial obligations under this contract.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____

