



MOTHER CATHERINE ACADEMY
38833 Chaptico Road
Mechanicsville, Maryland 20659
301-884-3165
Anthony Wojt, Principal
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**Extended Day Care
2025-2026**

Before Care Program

Mother Catherine Academy provides a Before Care Program runs as a **Drop in Service Only** from 6:00 – 7:30 am as an element of its educational and student activity programs. Parents must notify the school or the director if they need to use Drop in Service. Parents **MUST** accompany their children into the building and sign them in each day. If school is closed due to inclement weather, or if there is a two hour delay, the Before Care Program will be closed.

The fee for Before Care – Is \$13.00 an hour – for each child

Invoices will be sent home bi weekly. If your child is attending Before Care and After Care, one invoice will be sent for both services. Drop in care will also be sent an invoice. Those enrolled in the full time or part time program will be charged for the full program rate whether they use the program the entire week or not. Payments should be received by next day after receiving the invoice. Checks should be made payable to Mother Catherine Academy or MCA. Please place payment in a sealed envelope marked “Extended Day Care”.

After Care Program

Mother Catherine Academy also offers an After Care Program that provides a schedule of supervised play, snack time, occasional special crafts, and the opportunity for completion of homework as an element of its educational and student activity programs. Depending on the amount of time your child is in the program, all homework may not be completed by pick-up time.

MCA’s After Care Program runs from 3:00 – 6:00 pm. It is requested that patrons be considerate of the Extended Day Care Staff by ensuring all students are picked up on time. There will be a \$1.00 per minute late fee assessed per child for each minute that parents are late picking up their child(ren) after closing time. The fee must be paid at the time of pick-up. You will be required to sign a late form at the time of pick-up agreeing to the fee charged. Children will only be released to legal guardians or designated persons as listed on the Emergency Contact Form. Those picking up children must sign them out. Children will not be allowed to go to the parking lot unaccompanied by an adult.

The After Care Program is not available on days that school is not in session. When schools close early due to inclement weather, or if all after school or evening activities are cancelled by the public schools, there is no Aftercare.



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The Full-time fee for After Care (four or more days a week) is \$75.00/week for the 1st child and \$65.00/week for the 2nd child.

The Part-time fee for After Care (three or less days a week) is \$65.00/week/child.

Drop in care is also provided on regular school days and early dismissal days. Please call the school or send a note on the date of the expected drop in.

Drop in care is also available on regular school days at a rate of \$13.00 per hour (for each child) or any portion thereof. Drop in care is also available on early dismissal days at a rate of \$13.00 per hour (for each child) or any portion thereof.

Invoices will be sent home as well as emailed every 2 weeks, payment will be due the following day after receipt of invoice. If your child is attending Before Care and After Care, one invoice will be sent for both services. Drop in care will also be sent an invoice. **Those enrolled in the full time or part time program will be charged the full rate whether they use the program the entire week or on vacation.** Payments should be received by next day after receiving invoice. Checks should be made payable to Mother Catherine Academy or MCA. Please place payment in a sealed envelope marked "Extended Day Care".

Registration

A non-refundable registration fee of \$25.00 for one student or \$35.00 per family with multiple children is required to enter this program. All children utilizing the Extended Day Care Program must have a completed registration form and relevant emergency forms on file.

By signing below, I acknowledge that I have read, understand and accept the before and Aftercare Program rates and policies.

Parent/Guardian Signature

Date