



St. Michael School

After Care Program Registration Form

A \$25.00 registration fee per child is due with application

| Names of Children | Date of Birth | Age | Grade | Teacher |
|-------------------|---------------|-------|-------|---------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Parent Name(s) _____

Preferred phone _____ Work phone _____ Other _____

Does your child have special dietary restrictions and/or allergies? Yes _____ No _____

If Yes, please explain: _____

Please list your child's favorite snacks _____

Please list your child's special interests _____

BILLING INFORMATION:

- ☐ **Hourly rate - \$6.00 per hour per child** (*Billed per hour or any portion thereof*)
- ☐ **Monthly rate - \$240.00 per month per child** (*Choose this option if each child will use the program MORE than 40 hours per month*).
- ☐ **I have included my \$25.00 PER CHILD registration fee with this application (covers snacks and supplies).**

Name of person responsible for billing _____

| Billing Address | City | Zip |
|-----------------|------|-----|
|-----------------|------|-----|

Billing phone _____ Billing email _____

By enrolling my child(ren) in the St. Michael School After Care Program, I understand that I will be billed monthly and that **payment in full is due immediately**. I further understand that accounts with past due balances will be removed from the program until payment in full is received. Families with delinquent accounts at the end of the quarter will not receive report cards and will be locked out of FACTS.

Parent Signature

Date

For office use only - Registration Paid:

Date _____

Ch# _____

Amount \$ _____

Copies of form to: _____ AC _____ MC _____ Office

After Care Program Policies

The St. Michael School After Care program is an extension of our regular school day. The program provides safety and convenience for parents. Your child(ren) will participate in supervised playtime, crafts, special activities as well as quiet, reading and homework time. Healthy snacks will also be provided. The costs of snacks and supplies are covered with your \$25.00 per child registration fee. By signing this form, you and your child(ren) agree to St. Michael School's rules and regulations as stated in our school handbook.

Hours

The After Care Program runs from 2:30 – 5:30 PM each day that school is in session. After care programs are closed if school is canceled due to weather or other issues.

Homework Policy

We will provide time for each child to work on homework; however, we cannot enforce that they complete their homework here. We have no way of knowing what each child's homework requirements are for any given day. It is the child's responsibility to work on their homework during homework time.

Clothes

Children may bring a change of clothes if they wish. We ask that they are to be school and weather appropriate. Please refer to the student handbook for acceptable clothing guidelines.

Pick Up

A parent or another responsible adult must pick up children. Please list ALL authorized adults for pick up:

| Name | Relationship | Cell Phone |
|-------|--------------|------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Billing Policies

A \$25.00 per child registration fee is due with this fully-completed and signed registration form. The registration fee helps to defray the costs of snacks and other supplies for the entire school year.

After Care is billed at \$6.00 per hour or any portion thereof. For example, if your child attends the program for an hour and 15 minutes, you will be billed for two hours. You may choose the monthly option billed at \$240.00 per month per child if each child's combined hours total more than 40 hours per month.

Late fees – We understand that there are times when emergencies arise and a late pick-up is unavoidable. However, repeated late pick-ups will result in late fees of \$10.00 per child per occurrence. Please be prompt and understand that the program is over at 5:30PM

Aftercare is billed through our FACTS Tuition Management System. Please make sure your account is up to date and payment is made promptly.

Families with past due balances will be removed from the program until payment in full is received. Families with delinquent accounts at the end of the quarter will not receive report cards and will be locked out of FACTS.