



# 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 - \$10.00 per hour per child (Billed per hour or any portion thereof)
- Monthly rate - \$300.00 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 each day).

Name of person responsible for billing \_\_\_\_\_

\_\_\_\_\_

Billing Address	City	Zip
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Billing phone \_\_\_\_\_ Billing email \_\_\_\_\_

By enrolling my child(ren) in the St. Michael School After Care Program, I understand that I will receive be billed through FACTS Tuition Management (found in the Family Portal on FACTS) and that **payment in full is due immediately upon receipt of my statement.** 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
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<p><b>For office use only - Registration Paid:</b></p> <p>Date _____</p> <p>Ch# _____</p> <p>Amount \$ _____</p> <p>Copies of form to: _____ AC _____ MC _____ Office</p>
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# After Care Program Policies

The St. Michael School Morning and 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. The After Care Program is 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:

<b>Name</b>	<b>Relationship</b>	<b>Cell Phone</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## **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 \$10.00 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 \$300.00 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

After Care is billed through FACTS Financial. As a parent of St. Michael School, you should already be enrolled in FACTS Financial as other fees are billed through this venue. Payment in full is due immediately upon receipt of your statement.

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.