



## **AFTER-SCHOOL CARE PROGRAM INFORMATION**

The After-School Agreement Form should be completed by each family whether you use the program consistently, once in a while, or only in an emergency situation.

- Hours of operation are Monday to Thursday, 3:30pm – 5:15pm
- Cost is \$15.00 per child, per day.
- A late fee of \$10.00 will be charged if the child is picked up between 5:15pm and 5:30pm. An additional \$1.00 per minute will be added to the late fee for each minute after 5:30pm.
- All students in the school building after 3:30pm (or at 'Double Doors') must report to their after-school activity (choir, athletic practice, yearbook, etc.) or to After-School Care. Students who are not picked up by a parent, or are waiting to watch athletic events, must report to After-School Care, and will be billed the full amount for the day. Students who are not picked up on time from their after-school activity will be sent to After-School Care and will be billed the full amount for the day.
- All students who report to After-School Care will be billed the full amount.
- Payment will be billed once a month. Payment is due within two weeks from the date of billing. In the event payment is not made on time, please provide credit card information on the Agreement Form (you will be billed the amount owing plus transaction fees.)
- All students in After-School Care must have the agreement form and an emergency card completed on file.
- Students are expected to follow directions, follow school rules, and act appropriately during After-School Care. Students who are disruptive may be asked to not return to After-School Care.
- Students must be signed-out by the parent or other authorized adult.
- We reserve the right to refuse service to anyone. Attendance in the After-School program will be revoked if a student continues to display misconduct or have discipline issues. Service will also be refused if your bill is not paid within two weeks of the invoice billing date.
- Students will be allowed to eat a snack during the first fifteen minutes of After-School Care. Students can bring their own snack to After-School Care.

The after-school program schedule includes:

- Free Time Snack time (Each student should bring his or her own snack)
- Activity (craft, game, movie, etc)
- Homework and Quiet Time
- Clean up
- Sharingtime



## AFTER-SCHOOL CARE PROGRAM AGREEMENT FORM

Mother's Name \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_

Father's Name \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_

Student's Name _____	Grade _____
Student's Name _____	Grade _____
Student's Name _____	Grade _____
Student's Name _____	Grade _____

Please put an X in the box for the days your child(ren) will usually be in After School Care. If your schedule changes every week, please indicate that.

- Monday       Tuesday       Wednesday       Thursday
- Our schedule changes    How many days a week do you expect to use the Program? \_\_\_\_\_

In case of emergency call:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship to child \_\_\_\_\_  
 Doctor \_\_\_\_\_ Phone \_\_\_\_\_  
 Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Who will be allowed to pick up your child from After-School?

Name \_\_\_\_\_  
 Name \_\_\_\_\_  
 Name \_\_\_\_\_

Please list **ALL** allergies: \_\_\_\_\_

Please list any other concerns we should know about: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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In the event our After-School Care bill is not paid within 2 weeks of date of billing, we agree to have St. Clare of Assisi bill our credit card for amount due plus credit card processing fees.

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

I have read and understand the above policies for St. Clare of Assisi Catholic School After-School Care. I understand that if I pick my child(ren) up after 5:15pm, I will be charged a late fee per child.

Parent/ Guardian Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_