

AFTERSCHOOL CARE AGREEMENT FORM

SCHOOL YEAR: 2024-2025

Date Rec'd	_____
Reg. Fee Paid:	_____
Check #	_____
Cash:	_____

Date:	Student Name(s):	
Grade(s):		
Mother's Name:	Father's Name:	
Mother's Phone number:	Father's Phone number:	
Mother's email:	Father's email:	

TERMS OF AGREEMENT

Students from Preschool to 8th grade accepted.

Registration fee of \$15 per family (non-refundable)

Emergency forms must be completed on file with the office prior to attending afterschool care.

Afterschool care cost: **\$6.00 per hour/Billed by the quarter hour**

\$10:00 per hour drop-in rate (office must be notified by noon)

1. AFTERSCHOOL CARE PAYMENT METHOD:

The afterschool care fees will be invoiced bi-weekly through FACTS. Payments are due 15 days after being invoiced and should be made through FACTS.

_____ (Initial)

2. PAST DUE ACCOUNTS:

Students whose accounts are 30 days past due will not be admitted in afterschool care program until your bill is paid. Repeated late payments can result in families being placed on a cash basis or being dismissed from the program.

_____ (Initial)

3. LATE PICKUP FEES:

Fees are assessed when picking up after 6:00PM at the following rate: **FIRST MINUTE: \$20.00, after which you are charged \$1.00 for EACH minute until your child is picked up.**

Chronic late pickup will result in dismissal from the program.

_____ (Initial)

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4. AFTERSCHOOL PROGRAM HOURS/DAYS

The hours of service are 3:00PM - 6:00PM every day of school, including early dismissals, EXCEPT for The day of the Fish Fry and the last day of school.

_____ (Initial)

5. BEHAVIOR

Students who fail to abide by the behavior code listed in the school handbook may be dismissed from the program at the discretion of the administration.

_____ (Initial)

6. DISCLAIMER

St. Albert the Great, its Directors, Employees and/or volunteers will not be liable for any claims due to injuries, accidents or incidents suffered during program hours. The insurance benefits cover emergency treatment ONLY

_____ (Initial)

I acknowledge and accept responsibility for the fees associated with my child's participation in the St. Albert the Great Afterschool Care Program as stated above. Families experiencing financial hardships should speak with the staff so that arrangements for payment may be discussed. I understand that failure to pay invoices in a timely manner will result in my child being placed on hold or dismissed.

Signature of Mother (or Legal Guardian)

Signature of Father (or Legal Guardian)

DAILY ROUTINE:

At the end of each school day, students will be dismissed to Afterschool care over the announcements. Preschool and Pre-K students will move to the church basement. All other students will report to the cafeteria.

There will be snack time (brought from home) and some downtime. Around 3:15PM students will be taken outside or to the gym. The gym is available to the program each day until 4:00PM. We especially use this option in the winter months. At 4:00PM, school-age students will do their homework, study, read or play quietly while others work. Each room has toys and age-appropriate activities for students. This schedule is flexible and will change based upon the needs of our students.

PICK UP: Parents will pick up from the South side of the building through Door "J".

The teacher will sign your child out when you arrive. Please stay near the door when picking up your child. We will get them packed up and they will come to you. If a non-family member is picking up your child they will need to be on the approved pick-up list and show ID.

If you have any questions, please contact the school office at (937) 293-9452 or email Mrs. Spangler at pspangler@stag-school.org or Mrs. Hicks at ehicks@stag-school.org