

# ST. PAUL THE APOSTLE SCHOOL BEFORE AND AFTER SCHOOL CARE REGISTRATION/PAYMENT CONTRACT

Dear School Families:

Before School Care is offered beginning at 7:00 a.m., and after school care is offered from 3:10 p.m. to 5:30 p.m. for students enrolled in grades PS-8. **Schedule Calendars will be due the first Thursday of the prior month and payment is due the last Thursday of the prior month.** The cost of care is as follows:

**Before School Care:** \$4.00 per child pre-registered, \$5.00 per child drop-in (between 7:00 a.m. and the start of the school day)

**After School Care / Pre-registered:**

One or two children per family = \$4.00 per hour each (5:00 – 5:30 = \$2.00 each)

Three children per family = \$10.00 per hour (5:00 – 5:30 = \$5.00)

Four+ children per family = \$12.00 per hour (5:00 – 5:30 = \$6.00)

Anytime before school is billed as one hour. The 50 minute interval between dismissal, 3:10 p.m., and 4:00 p.m. is billed as one hour. If your children will be picked up at different times due to extra-curricular activities or appointments, please calculate charges at \$4.00 per hour for each child. **No credit is given for absence or missed portions of scheduled care during the pre-registered period.**

**Once payment for the upcoming month is received (due the last Thursday of the month prior) NO CREDITS WILL BE ISSUED FOR ANY REASON.** You will have approximately three weeks between turning in the calendar and payment to make any changes that you may need.

## **Drop-ins:**

Drop-ins will be accepted on an availability basis. Please contact the school office to confirm space is available.

Each child = \$5.00 per hour (5:00 – 5:30 = \$2.50 each)

**Payment is due at pick-up or the following school day.**

## **Charges for late pick-up:**

Pick-up after the **pre-registered scheduled time** results in an additional cost. This charge applies after 4:00 p.m. and 5:00 p.m. scheduled pick-up times.

Each child = \$5.00 per hour with a minimum \$5.00 charge

Please add the additional charges to your next scheduled payment.

## **Charges for pick-up after closure (5:30 p.m.)**

Each child = \$5.00 per fifteen (15) minute interval with a minimum charge of \$5.00

Please add the additional charges to your next scheduled payment.

**Any fraction of one hour, except for the period of 5:00 – 5:30 p.m., is considered an hour of service.** Your child will be available for release at the scheduled pick-up time. Please notify the After School Care staff (616-334-5106) if you will be late to prevent any additional interruption of scheduled activities.

Families will provide an after school snack and/or beverage for their child/ren. Care will be offered on regular full day sessions. No care is offered on half-days, days off, snow days, or other emergency closure situations.

**Please sign and return the bottom portion of this form to indicate that you have read and agree to the conditions of the After School Care Contract.** If you have any questions, contact the school office, and we will be happy to assist you. The After School Care Handbook is available online at [stpaul-school.schoolwires.net](http://stpaul-school.schoolwires.net) for your convenience. **Please note that all prior year ASC fees must be current to register for the 2017-2018 school year.**

Registration forms are available online or in the school office. **Your child(ren)'s schedule, signed contract, and first payment are due no later than Thursday, August 31, 2017.**

Sincerely,  
Lori Salva, Principal/Program Director

**PLEASE SIGN AND RETURN TO DIRECTOR.**

I have read and agree to the terms of the After School Care Contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_