



**2022-2023 After School Care Program**

Name of Child #1:

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Age/Grade:

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Name of Child #2:

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Age/Grade:

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- List other children on the back of this form

Parent(s) Names:

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Mom's Phone #:

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Mom's Email:

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Dad's Phone #:

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Dad's Email: \_\_\_\_\_

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Please list any allergies and/or medical issues:

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Who has permission to pick up your child other than parent/guardian?

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Name/#/relationship:

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Name/#/relationship: \_\_\_\_\_

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**Please initial the acknowledgement and sign and date the last page.**

**SECTION 1: TUITION AND FEES**

**REGISTRATION FEE:** I understand the non-refundable enrollment fee of \$65.00 **per child** is required and is to be submitted with my registration form. This fee covers snacks, drinks, and other necessary materials for the ASC rooms for the 2022-2023 school year.

**TUITION:**

Regular Attendance (10+ days a month) = \$160 for 1 child, \$220 for 2 children, \$300 for 3+ children.

Drop-In Rate: (up to 9 days per month) = \$15 for 1 child per day, \$20 for 2 children, \$30 for 3+

**PAYMENT OF TUITION:** I understand that I am responsible for submitting tuition payments in order to maintain my child's/children's participation in the after school program. The St. Ignatius After School Care Program sends home billing statements the first Tuesday of each month in the child's THT folder. I understand that tuition is due and payable within 10 days of the billing statement each month.

**LATE OR UNPAID TUITION:** If payment in full is not received within 10 days from the billing statement, I understand that I will incur a \$15 late fee. I understand that if I owe two months of tuition, my child (ren) will be terminated from enrollment. In order to re-enroll my child (ren), I must pay a re-enrollment fee of \$25.00 per child. All re-enrollment fees are subject to change with reasonable notice.

**CHARGES AND PROCEDURE FOR LATE PICK UP:** St. Ignatius After School Care Program is open from 2:45 PM – 6:00 PM Monday through Friday, except for holidays and other school closures as indicated on the current school calendar. This includes early dismissal days. I understand that if I fail to pick up my child by the scheduled closing time (6:00 PM), I will be charged a late fee.

**Late pick up fees:** 6:01-6:14 = \$15 and 6:15-6:30 = \$30. The Director is on-site until 6:15 P.M. each day.

**DAILY SIGN IN AND SIGN OUT:** I agree to sign my child out every day using the program's attendance procedure. I understand that my child is not permitted to sign him/herself out. I understand that I am required to enter the After School Care Classroom to pick up my child and that I must escort my child to and from the designated classroom and staff member each day.

**ILLNESS:** I understand that I will be notified should my child become ill during the day, and that I will pick up my child promptly, or make arrangements for an authorized emergency contact person to pick up upon such notification. If my child is exposed to or contracts a contagious disease, I agree to notify the Director. Students should be free from diarrhea vomiting for at least 24 hours before returning.

**ELECTRONIC DEVICES:** I understand that my child(ren) may not have any personal electronic devices on during the hours of After School Care. Should my child(ren) bring such devices to school, St. Ignatius After School Care Program is not responsible for the theft, loss, damage, etc. of any such devices. These devices include but are not limited to: mobile communication devices, electronic games, personal computers, or tablets.

**HOLIDAYS:** I understand that the program is closed on all of the holidays, and other dates indicated on the 2022-2023 school calendar.

**INCLEMENT WEATHER:** I understand that it is the St. Ignatius After School Care Program's intention to be

open and provide child care service every weekday according to the 2022-2023 school calendar, excluding holidays, but that inclement weather may disrupt the program. I will contact the school office to ensure that the After School Care Program is open during inclement weather.

**NO MODIFICATIONS:** No terms of this Agreement may be altered, revised, modified or deleted by any person except in cases of policy change or rate change to which the Principal. Any alterations, revisions, modifications, or deletions of any term of this Agreement are null and void. All other policies outlined in the 2022-2023 Parent/Student Handbook and the reopening plan shall be enforced during the hours of after school care. You can review the 2022-2023 Parent/Student Handbook on the school webpage.

**These policies have been reviewed with me. I understand and will comply with the policies included in the *2022-2023 St. Ignatius After School Care Program Enrollment Agreement*. The policies in this contract will supersede all other previous documents.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_