



2023-2024 Christ the King Catholic School After School Care Program

Name of Child #1:

Age/Grade:

Name of Child #2:

Age/Grade:

Name of Child #3

Age/Grade:

- List other children on the back of this form

Parent(s) Names:

Mom's Phone #:

Mom's Email:

Dad's Phone #:

Dad's Email:

Please make sure this is the most up to date information, it is how we contact you in case of emergency.

Please list any allergies and/or medical issues:

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

Name/#/relationship:

Name/#/relationship:

Any additional information the after care staff should know about your child (children):

Please sign and date the last page.

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 2023-2024 school year. Submit the registration check with this paperwork to the school office.

REGISTRATION FEE WAIVED: *If you register for "Regular Attendance" on or before August 15, 2023, your registration fee will be waived.*

TUITION:

Regular Attendance (10+ days a month) = \$180 for 1 child, \$240 for 2 children, \$320 for 3+ children.
You must pay for regular attendance on a monthly basis.

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 CTKCS After School Care Program will draft Regular Attendance students on the 25th of each month. Drop-In students will receive a bill. Please be sure you can receive emails from our bookkeeper and keep an eye out for billing emails.

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: Christ the King Catholic School After School Care Program is open from 3:00 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.

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. If for any reason you need to add someone to your approved pick up list, or your child's pick up person for the day needs to change, please email our after care director Alyssa Lasseter at lasseter@ctkcsdaphne.org as soon as possible.

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, Christ the King Catholic School 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. If an electronic device is confiscated by a teacher, there will be a \$10 fee to retrieve it.

Please do not send toys to school with your child for after school care. We are not responsible for loss, theft, or damage to any toys or personal property brought to school.

HOLIDAYS/ HALF DAYS: I understand that the program is closed on all of the holidays, and other dates indicated on the 2022-2023 school calendar. There is no after school care on school half days or teacher inservice/retreat days. These days are listed on the calendar.

INCLEMENT WEATHER: I understand that it is the Christ the King Catholic School After School Care Program's intention to be open and provide child care service every weekday according to the 2023-2024 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 the principal. Any alterations, revisions, modifications, or deletions of any term of this Agreement are null and void. All other policies outlined in the 2023-2024 Parent/Student Handbook and the reopening plan shall be enforced during the hours of after school care. You can review the 2023-2024 Parent/Student Handbook on the school webpage.

STUDY HALL: After school care students in grades K-8 will have a study hall Monday through Thursday. Study Hall time will vary for each grade level. Peer helpers will help students with homework during this time. If a student does not have written homework, they may study, read quietly, or do a quiet activity with a staff member. Students will have free time outside or inside when Study Hall is over.

These policies have been reviewed with me. I understand and will comply with the policies included in the 2023-2024 Christ the King Catholic School After School Care Program Enrollment Agreement. The policies in this contract will supersede all other previous documents.

Circle the tuition option you are choosing: **Regular Attendance** **Drop-In**

If you would like to change your tuition option at any time, please contact Alyssa Lasseter at lasseter@ctkcsdaphne.org.

Parent/Guardian Signature:

Date: