



## Before & After School Care Registration Form

Child Legal Name: \_\_\_\_\_

DOB \_\_\_\_\_

Grade Level: \_\_\_\_\_

### **Before School Care Hours 6:30am-7:30am**

**Hours Needed for Before School Care:**

\_\_\_\_\_ Check if attendance will be flexible on an "as needed" basis

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Time Frame Ex. 6:30am-7:30am					

### **After School Care 2:50 pm-5:00 pm**

**Hours needed for After School Care:**

\_\_\_\_\_ Check if attendance will be flexible on an "as needed" basis

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Time Frame Ex. 2:50pm-5:00pm					

The best way to contact me is:

\_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_ Procure App

Little Saints should call this person first with concern or need for your child(ren)

\_\_\_\_\_ Mom \_\_\_\_\_ Dad \_\_\_\_\_ Other: \_\_\_\_\_

### **Parent Contact Information:**

Parent Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_



## Before & After School Care Registration Form

### Emergency Contact Information

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

Phone Number: \_\_\_\_\_

### Authorized Pick Up Information Please make sure they know to have Photo ID with them

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

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

### Allergy/Medical Information

Please list any allergies or medical information the staff should be aware of while your child is in the care of Little Saints Before/After School Program.

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### **Saint Frances Cabrini Before/After School Care Program Info**

Please read the following information and sign the acknowledgement at the end.

#### **Hours:**

Before and After School Care will be offered on all regular school days. There will not be Before School care on days with delayed starts or After School Care on days with early releases. Before Care opens at 6:30AM. After School Care closes at 5:00PM.

#### **Cost:**

The fees for Before and After School Care are NOT included in tuition. The cost to use this program is \$6.50/hour per child.

#### **Payment:**

Fees for each week are posted on the MyProcure payment portal the following Monday. Several payment methods are offered, including weekly autopay, semi-monthly autopay, or manual payment by check, cash, or online on the MyProcure portal. Checks should be made out to Saint Frances Cabrini. Payment by cash or check should be placed in an envelope marked with the last name and dropped off in the school office. Payments made online or on autopay may be subject to a 344% processing fee if made by credit card. If making manual payments, the account must be paid at a minimum of a monthly basis.

#### **Fees:**

Various fees that may be applied include:

1. Late payment fee- \$10 per week of attendance for any month that goes unpaid.

2. Early Dropoff Fee- \$15 for each child dropped off prior to 6:30 AM
3. Late Pickup fee- \$15 for the first 10 minutes past 5:00 PM and an additional \$10 for every 5 minutes past 5:10 PM

**Enrollment:**

Any child enrolled in SFC K3-8th grade may be enrolled in the Before and After School Care program. Each child enrolled must have a completed Registration Form, Signed Acknowledgement Form, and completed Payment Method Form.

Any children enrolled in the program may use the program as needed.

**Procure:**

The program uses Procure to keep track of each child's attendance. The fees accrued for use of the program are dependent upon the sign in and sign out times for the child each day. Fees are accrued only for the time that the child is in attendance at the program. Procure can also be used as a way to message the teachers of Before care and After Care directly. It is the best way to contact the program teachers outside of normal school hours.

**Expectations:**

Children who attend Before and After School Care have certain behavioral expectations that further the mission of Saint Frances Cabrini School. All students are expected to be respectful of their peers and their teachers. Children in Grade 3 or older may be asked to assist with the younger children, and they are expected to be cooperative and helpful, treating the younger children as Little

Buddies. Children are expected to cooperate with the teachers' directions and behavior with the same degree of respect that is expected during the school day.

**Behavioral Issues:**

Children who fail to show respect and responsibility while at Before or After Care will be given a note home to their parents, informing them of the issues. If the problem persists, parents will be asked to meet with the teachers to discuss the problems. If the problems continue with no effort at improvement, the child may be suspended from the program.

**Acknowledgement**

I have read the above information regarding The Saint Frances Cabrini Before and After School Care program policies. I agree to make payments at a minimum of a monthly basis and abide by all policies of the program. I understand that failure to make timely payments or follow program policies may result in additional fees or the suspension of my child from the program.

Parent Signature\_\_\_\_\_ Date:\_\_\_/\_\_\_/\_\_\_

Parent Signature\_\_\_\_\_ Date:\_\_\_/\_\_\_/\_\_\_

### **Before/After School Care Payment Form**

Parent's Name: \_\_\_\_\_

Child(ren): \_\_\_\_\_

**Details:**

- Families are encouraged to sign up for autopay. You will receive an email inviting you to add a payment method. Once that is complete, you are all set and don't need to worry about making payments, they will be processed weekly on Fridays or semi-monthly on the 15th and last day of each month.
- Checks can be made out to "Saint Frances Cabrini"
- Any payment left in the school office should be in an envelope marked with the last name and "% Christine Stewart"

Saint Frances Cabrini School & Little Saints will receive payment for our before/after school care fees in the following way:

- ☐ Use existing autopay from previous before/after care enrollment or Little Saints Daycare enrollment
  - ☐ Weekly Autopay (Bank Transfer or Credit Card)
  - ☐ Semi-Monthly Autopay (Bank Transfer or Credit Card)
  - ☐ Cash, check, or online payment made by me on our MyProcure account
- I acknowledge that failure to pay off my balance in full at the end of each calendar month will result in a \$10/week fee per child and a suspension of care until the balance is paid in full \_\_\_\_\_(initials)

Upon enrollment, you will receive an email to create a recurring payment method if you sign up to enroll in autopay.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_