

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

Dear School Families:

We will continue to offer childcare after school from 3:10 p.m. to 5:30 p.m. for students enrolled in grades PS-8. **Schedule requests and prepayment will be due every two weeks prior to service.** The cost of care is as follows:

## **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)

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 each. No credit is given for absence or missed portions of scheduled care during the two week period. If slots are available, switching of days may be allowed. Please contact the director.

## **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. or 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 early or late** to prevent 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. This information, a list of registration and payment due dates, and an After School Care Handbook are available online at [www.stpaul-school.org](http://www.stpaul-school.org) for your convenience. A paper copy of the payment schedule is also found on the back of this Contract. Please note that all prior year ASC fees must be current to register for the **2011 – 2012** school year.

Registration forms are attached. **The pre-registration schedule, first payment and signed contract are due on Monday, August 29.**

Sincerely,

Lori Salva, Principal  
Donna Couture, 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: \_\_\_\_\_

**PLEASE SIGN AND RETURN TO DIRECTOR.**

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

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

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

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

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

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

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

