



After School Care – Regular Use Registration
2014-2015 School Year

To register for **Regular Use After-School Care** on a monthly basis, please complete and return this form to the office before the 1st of each month or before Tuesday September 2nd if you choose the Year-Long option. If your child will not be using care on one of their regular days, please let the office know so the space may be made available to another student. The number of students allowed in each program is determined by our licensing requirements, and is offered on a space available basis. After School Care does not include care on snow days, the last day of school, days off, or to students who have left campus prior to 3:00 pm.

Occasional “drop-in” use – is available for Grade School students only. This form is not required for drop-in care. Reservations may be placed on a first-come, first-served basis by calling the office before 2:00 p.m. on the day you need care. Our Business Office will invoice families at the end of each month for Care services received during that month. The rate is \$12 per hour billed by the half hour.

Regular Use Registration

Please register my child _____, for After School Care for the following regular dates and times, beginning on date ____/____/____.

Please specify your preferred days:

☐ **Monthly Option - Month of** _____

- Early Childhood \$20/day
- Grade School \$20/day

- ☐ Dismissal – 6:00 p.m.
- ☐ Dismissal – 6:00 p.m.

__Mon __Tue __Wed __Thu __Fri
__Mon __Tue __Wed __Thu __Fri

☐ **Year-Long Option**

- ☐ Dismissal – 6:00 p.m.

__Mon __Tue __Wed __Thu __Fri

Extended care is available for students in **full day Early Childhood through Grade 5.*

Fees - Our Business Office will invoice families at the end of each month for Care services received during that month. After School Care fees are not prorated for unused hours. Financial Aid and Sibling Discounts do not apply to After School Care.

Late Pick-Up Fees – We expect that your child will be picked up from After-School Care on time. In the event of a late pick-up, please call the office to advise us of your situation. Late pick-ups delay and inconvenience our staff, often requiring teachers and office personnel to miss meetings or appointments to provide emergency supervision. However, we understand that late pick-ups are sometimes unavoidable. In the event that students remain on campus after scheduled pick-up times, we will do the following:

- Students remaining in After School Care beyond the regular pick-up time (6:00 p.m.) will remain with After School Care personnel or office staff. A late charge of \$10 per 10 minutes will be incurred.

Parent Name _____ Signature _____ Date ____/____/____

For office use only	
Date form received	
Date to start Care	