

**ST. STEPHEN'S AFTER SCHOOL CARE PROGRAM  
REGISTRATION FORM – 2016 - 2017**

(One form required per child and \$10.00 fee per child)

Today's Date: \_\_\_ / \_\_\_ / \_\_\_

Child's Name: \_\_\_\_\_

Child's Grade: \_\_\_\_\_ Room: \_\_\_\_\_ Age: \_\_\_\_\_

House number & Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: NY Zip: \_\_\_\_\_ Home Telephone: \_\_\_\_\_ - \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Work # \_\_\_\_\_ Cellular # \_\_\_\_\_ Work# \_\_\_\_\_ Cellular# \_\_\_\_\_

Emergency Contact Name & Number (Other than Parent): \_\_\_\_\_  
Phone: \_\_\_\_\_

Person/s responsible for picking up child/children: \_\_\_\_\_

Allergies or Special Information: \_\_\_\_\_

**Please Check Days Attending:**

\_\_\_\_\_ Weekly Basis - Monday – Friday

\_\_\_\_\_ Daily Basis  Monday  Tuesday  Wednesday  Thursday  Friday

\_\_\_\_\_ On a Need Basis\* - \_\_\_\_\_

\*I will inform the school by written note or phone call between 9-11 a.m. the day before and payment will be due at the time service is rendered.

**PAYMENT AGREEMENT**

Payment will be made on **MONDAY** of the service week **for all the days** the After School Care Program will be used. A \$5.00 Late Payment Fee will be assessed each week accounts are not up to date.

Child/Children pick-up must occur by 5:30 p.m. **A \$5.00 per five minutes late charge will be assessed for late pick-ups.** There will be no after school care on half days or days St. Stephen's School is not in session.

PARENT SIGNATURE: \_\_\_\_\_

**\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\***

Registration Fee Paid amount \$ \_\_\_\_\_ check # \_\_\_\_\_ cash \_\_\_\_\_ initials \_\_\_\_\_

# **ST. STEPHEN'S AFTER SCHOOL CARE PROGRAM**

**2016 - 2017 School Year**

*Rev. Feb. 2011*

**FEES:** The following rates apply for the 2016 - 2017 School Year

**REGISTRATION:** \$10.00 per child/per school year.

**AFTER SCHOOL SERVICE:** **ONE CHILD**  
**Daily Rates:** \$8.00 per day (3:10–5:30 p.m. or earlier)

**Daily Rates:** **TWO CHILDREN**  
\$14.00 per day (3:10–5:30 p.m. or earlier)

**Daily Rates:** **THREE CHILDREN**  
\$17.00 per day (3:10–5:30 p.m. or earlier)

## **PAYMENT:**

Payments are due on **MONDAY** of the After School service week in advance. The due date applies whether you are using the service for one day or more. **PAYMENT MUST BE RECEIVED ON MONDAY OF THE SERVICE WEEK** in order for participation by your child/children. **NO EXCEPTIONS!** Payment by check is preferred!

## **SERVICE TIMES:**

Regular school dismissal, 3:10 p.m. – 5:30 p.m. on each day St. Stephen's School is in session for a full day. There will be **NO** After School Care Program on half days or days St. Stephen's School is not in session.

**PICK-UP AND LATE PICK-UP:** Please indicate on the registration form who will pick up your child/children. Your child/children must be picked-up by 5:30 p.m.

There will be a \$5.00 late fee for each 5 minutes of tardiness.

**CHRONIC OFFENDERS WILL BE DISMISSED FROM THE PROGRAM!**

**ABSENCE:** If your child/children are absent from school, pre-payment will be credited for the next scheduled day of attendance.

## **BEHAVIOR:**

This program was implemented to meet the needs of our working parents. To make this a pleasant enjoyable experience for all, **Behavior Problems will NOT BE TOLERATED.** After a verbal or written warning, you child may no longer be eligible to attend the program.

## **HOLIDAYS, HALF DAYS, & SPECIAL DAYS:**

St. Stephen's After School Care Program is **NOT** available on school holidays. In addition there are a few days throughout the year when teachers must return for evening events that we will be unable to provide this service. There are only a few of those dates and you will be notified via the weekly family envelope.

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