

Agreement Between After School Program Parents
AND
St. Joseph Catholic School
2013-2014

Parent(s) Agree to:

1. Abide by all policies and procedures according to the St. Joseph Catholic School Handbook.
2. Schedule and pay fees in advance to reserve a slot for the month. If you do not sign up with provided aftercare sheet, you will be charged as if we had no prior knowledge and your child was left here (\$25 per day). Since a slot is being reserved, payments are not credited for missed days unless it is due to school cancellation of After School services.
3. Call the school office to seek openings on unscheduled days, however without preapproval a **\$25 fee** will be assessed.
4. Pay extra days/late fees before the 15th of the following month. Failure to make payments will result in losing an available space for you child(ren).
5. Agree to sign and have each of their children sign and agree to abide by the school age program discipline policy.
6. Pick up child(ren) on time. (Refer to school handbook)
7. Keep child(ren)'s records up-to-date by informing staff of changes of address, phone numbers (home, work, cell, etc.) names of people with or without permission to pick up child(ren), etc.
8. Sign child(ren) out of the After School Program.
9. Work cooperatively with the After School Program staff regarding child's behavior and efforts to bring about improvement when needed.

St. Joseph Catholic School After School Program Agrees to:

1. Provide a safe, supportive, appropriate environment for all children.
2. Establish and maintain regular communication with children's families and work in partnership with them.
3. Provide appropriate discipline that is fair. (Refer to school handbook)
4. Provide a snack daily.
5. Provide care on all regular school days from 3:30 p.m. to 5:30 p.m. (Refer to school calendar for dates.) The After School Program will not operate on snow days, holidays and staff development days.

Enrollment Information:

1. I understand that the fee for the After School Program is **\$10 per day** for grade school students and **\$12 per day** for pre-school students when services are scheduled in advance. The After School monthly schedule and payment will be due on the 25th of each month for the following month. If the 25th is on a weekend or day that school is not in session, then the monthly schedule and payments will be due on the first school day after the 25th.
2. **Monthly forms will be available on the school website and in the After School Program book (where parents sign out children.)**
3. **Students left in After School care with no advance scheduling or prior approval by the school will be charged \$25 per day.**
4. **A late fee of \$10.00 will be assessed and due immediately upon late-pick ups from 5:30 pm. to 5:40 p.m. and an additional \$1 for each minute incurred thereafter.**
5. An invoice for any added days or late pick up fees will be sent from the office and payment will be due by the 15th of the month following care. I understand that if the fee(s) are delinquent, I will automatically forfeit my children's spaces in the program. See handbook for further details.

Withdrawal Information:

1. I understand that I must notify the program of my intention to withdraw my child(ren) from care before his/her last day enrolled in the program. If a child does not attend for a two-week consecutive period he/she may forfeit the space if there are families on a waiting list, unless previous arrangements were made.

2. I understand if I withdraw my child(ren) from the program for any reason and want to re-enroll him/her at a later date, I am not guaranteed a space. The program will put my name on a waiting list and fill spaces from this list as openings become available.

Parent/Guardian Signature Date

Printed Name

Student's Signature Date

*This agreement is subject to change with advance notification