

ST. PAUL LUTHERAN SCHOOL

BEFORE/AFTER SCHOOL CARE

St. Paul Lutheran School provides extended care for students in Kindergarten and Grades 1-5. Morning Care opens at 7:00 A.M. Afternoon Care is offered from 3:00-6:00 P.M. Parents may choose from an hourly drop-in rate, a daily rate, a weekly rate, or a monthly rate. Please let us know how we can be of service to your family. This program is provided on all full-days of school. Enrichment will **NOT** be available when school is not in session or has early dismissal. Parents should be sure to make arrangement for alternate care for these times. When school opens late due to inclement weather, the program will begin at 8:30 A.M. If school closes, enrichment will **NOT** operate. For regular full-time child there is no reduction in the program fee when the school is closed, the child is not in attendance, the child is picked up early, or when the child attends Enrichment for only a portion of the month.

Our Enrichment workers need information on **ALL** children in the event they become a drop-in and/or are in need of emergency assistance. Everyone who has a child in school **MUST** provide emergency information on Sneak Peek Night.

In an effort to insure continuity of program, safety, and an appropriate child/staff ratio, we will enroll children on a first come, first serve basis.

There are two ways of using and paying for the Enrichment program:

- 1) **Regular Basis:** Enroll in the program on Sneak Peek Night (\$15.00 for the first child enrolled and \$10.00 enrollment for each additional sibling and use the program on a regular basis paying according to the chart below.)
- 2) **Drop-In Basis:** Choose **NOT** to enroll in the program on Sneak Peek Night. When you need the service of the program, contact the school office to notify us that your child will be joining the enrichment Program. When you arrive you will be required to sign your child out of Enrichment. At the conclusion of the month, the use of Enrichment will be tabulated and an invoice will be mailed home requesting payment. Drop-in rates are shown in the table below. There are no discounts for multiple siblings.

Each afternoon will consist of a snack, study time, activities indoors and outdoors as well as free time.

Families are billed on the 1st of the month, an additional \$25.00 late fee should be added after the 15th. All checks should be made payable to **St. Paul Lutheran School**.

You will be billed at a rate of \$1.00 per minute should your child NOT be picked up by 6pm on any given day. Continued habit of late pick up could result in discontinuing the service for your family.

Before School Care (7:00-8:15 A.M.)

Daily Rate	\$10.00/hour
Weekly Rate	\$30.00/week
Monthly Rate	\$50.00/month

After School Care (3:00-6:00 P.M)

Hourly Drop-in Rate:	\$10.00/hour
Daily Rate:	\$25.00/day
Weekly Rate:	\$95.00/week
Monthly Rate:	\$220.00/month

Special Rate for Full-Time Care (Morning and After School Care) = \$255/month

**ST. PAUL LUTHERAN ENRICHMENT PROGRAM
ENROLLMENT FORM**

Name of Child _____ Age _____

Name of Child _____ Age _____

Name of Child _____ Age _____

Name of Parent(s)/Guardian _____

Address _____ City _____ Zip _____

Phone: Mother Home _____ Work _____ Cell _____

Father Home _____ Work _____ Cell _____

Enrichment Program Policies

1. Any child not picked up by 3:15 pm will be taken to Enrichment and the drop in rate will be charged.
2. Parent or designated pick up person **MUST** come in and sign out the child.
3. Homework time will be strictly limited to 60 minutes.
4. A \$1.00 per minute late fee will be charged for any child who is picked up past the 6:00 pm closing time.
5. Three late pickups in a thirty (30) day period (6:15 and beyond) will result in the child being removed from the enrichment program
6. Enrichment fees thirty (30) days in arrears will result in the child being removed from the Enrichment program until payment is made in full.
7. A written report will be given to parents if a child has a discipline problem. Four checks in one day will result in suspension for the following day.

Parent Signature _____ Date _____

PLEASE CHECK THE ENRICHMENT (BEFORE AND AFTER SCHOOL CARE) PAGE IN THE HANDBOOK FOR COMPLETE RULES AND REGULATIONS.

Enrichment use: Regular Basis (three or more days per week)
Please indicate usage AM, PM or Both on the line provided

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Drop in Usage (One or Two days per week) Check here _____

Note: Enrichment operates on a nine (9) month payment schedule for regular usage. Days in August are included in September billing, and June is included in the May billing. There is no change in fee for the months with holidays. Drop in children are billed according to usage August through June.

Billing will be assessed at the end of each month. Payment is due upon receipt of bill. Late fees will be assessed on payments not received by the 15th of the month.

FOR OFFICE USE ONLY

Registration Fee Paid _____ Number of Children Registered _____

Amount Due Monthly _____

ENRICHMENT EMERGENCY INFORMATION SHEET

NAME OF CHILD: _____

NAME OF PARENT(S): _____

HOME PHONE: _____

MOTHER WORK _____ CELL _____

FATHER WORK _____ CELL _____

EMERGENCY CONTACTS: (Contacts chose and phone numbers provided should be for the persons available during Enrichment hours and able to come if they are called.)

1. Name _____
Home Phone _____ Cell Phone _____
2. Name _____
Home Phone _____ Cell Phone _____

CHILD'S PHYSICIAN _____
ADDRESS _____
PHONE _____

ALLERGIES: _____
ILLNESSES: _____ MEDICATIONS _____

ENRICHMENT EMERGENCY INFORMATION SHEET

NAME OF CHILD: _____

NAME OF PARENT(S): _____

HOME PHONE: _____

MOTHER WORK _____ CELL _____

FATHER WORK _____ CELL _____

EMERGENCY CONTACTS: (Contacts chose and phone numbers provided should be for the persons available during Enrichment hours and able to come if they are called.)

1. Name _____
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