



Sacred Heart School

Enlightening Minds ♥ Enriching Souls ♥ Inspiring Hearts

Sacred Heart School After School Care Registration

1st child name: _____ D.O.B. _____ Grade: _____

2nd child name: _____ D.O.B. _____ Grade: _____

3rd child name: _____ D.O.B. _____ Grade: _____

4th child name: _____ D.O.B. _____ Grade: _____

Parent or Guardian's name and address: _____

Parent or Guardian phone number: Home: _____ Cell: _____

Please list all people authorized to pick up child from ASC and their relationship to child:

1. _____ Phone number _____ Relationship _____

2. _____ Phone number _____ Relationship _____

3. _____ Phone number _____ Relationship _____

Would you like your child to have "homework time?" yes _____ no _____

May your child have snacks/treats? yes _____ no _____

Does your child have any food allergies or medical conditions? Yes _____ no _____

If yes, please explain: _____

On what basis will your child be attending ASC?

Every day _____ Specific days _____ As needed _____

After School Care Hours: 3:00 P. M. to 5:30 P.M.

After School Care Cell Phone: 610-406-3780

After School Care Rules

1. Children must behave respectfully towards one another and the ASC providers.
2. Bullying, hitting, teasing and unruliness are not permitted.
3. Children who do not follow the rules will be issued “pink slips,” and their names will be forwarded to the principal
4. All rules and directions must be followed. Refusal to follow rules or directions may result in suspension or termination of ASC privileges

Parent/Guardian Responsibilities

1. You must inform ASC if someone other than those authorized on the registration form will be picking up your child.
2. If your child is absent from school, leaves school early, or has no class he/she may not be brought back to school for ASC. It is your responsibility to find alternative care.
3. You are responsible for picking up your child on time. Late pick-ups of 10 minutes or more will have a \$10.00 late fee (for each day) added to the weekly bill. Please be courteous and call ASC if you will be late. Continuous late pick-ups will result in termination of ASC privileges
4. Please do not linger when picking up your child unless you need to speak with an ASC provider, especially if your child is the last one being picked up. Remember: our providers have families too!
5. ASC payments are to be made weekly – ***no exceptions***. Overdue accounts will have a \$2.00 late fee added for every week the account is not paid. Billing is sent out every Wednesday. If weekly payments are not made by the end of the week or the following Monday, ***ASC privileges will be suspended or terminated until payment is made.***
6. All accounts must be paid (up to date) before EIP numbers or statement letter for income tax purposes can be given.
7. Payment must be made by check. ***No cash payments accepted.*** Checks returned for insufficient funds will result in a \$20.00 fee added to your ASC bill.
8. Payments re to be brought to the office, or returned in the “Wednesday envelope.” ASC providers will not accept payment. School office hours are 7:30 AM to 4:00 PM.
9. ASC is cancelled in the event of an early dismissal, or closing due to inclement weather.
10. ASC will ***not*** be provided the first week or final week of school.

I have read and understood the After School Care rules, and signing, agree to abide by them.

Parent/Guardian signature _____

Date _____

Return this document to the school office.