



## AFTER SCHOOL CARE REGISTRATION

1st Child's Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade: \_\_\_\_\_  
2nd Child's Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade: \_\_\_\_\_  
3rd Child's Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade: \_\_\_\_\_  
4th Child's Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade: \_\_\_\_\_

Parent or Guardian's name, address and phone:

Name: \_\_\_\_\_  
address: \_\_\_\_\_  
Home phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_

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

name _____	Phone#: _____	relationship to child: _____
name _____	Phone#: _____	relationship to child: _____
name _____	Phone#: _____	relationship to child: _____

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 pm to 5:30 pm

[OVER]

## 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 priveleges.

## 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 priveleges.
4. Please do not linger when picking up your child unless you need to speak with an ASC provider (especially if your child is last to be picked up).
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 priveleges 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 may be brought to the office or returned in your child's "Wednesday Envelope". ASC providers will not accept payment. School office hours are 7:30am 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 by signing, I agree to abide by them.***

**Parent/Guardian signature:** \_\_\_\_\_

Date: \_\_\_\_\_

return this document to school office



## **AFTER SCHOOL CARE FEE SCHEDULE**

Sacred Heart School's extended program is an optional service available to parents. The purpose of this program is to aid parents who cannot pick up their children right after school. Children registered in After School Care have snack time, the opportunity to complete homework, relax and socialize with their peers.

After School Care bills are sent home weekly in the Wednesday communication envelope. Payment is expected weekly. There will be a rebilling fee of \$2.00 if you miss a payment.

### **PICK UP BEFORE 4PM**

1 Child	\$10.00/day
2 Children	\$12.00/day
3 Children	\$15.00/day

### **PICK UP AFTER 4PM**

1 Child	\$15.00/day
2 Children	\$17.00/day
3 Children	\$20.00/day

After School Care hours are from 2:45 pm to 5:30 pm. Parents picking up their children after 5:30 pm will be charged a late fee of \$1.00 per minute. Parents will be asked to sign their children out, noting the time of pickup.

The After School Care phone is 610-406-3780. Please call this number if you are going to be late picking up your child.