



# Extended Care Registration

Child's Name _____	Child's Name _____
Mother's Name _____	Father's Name _____
Home/Cell Phone _____	Home/Cell Phone _____
Work Contact Number _____	Work Contact Number _____
Email Address _____	Email Address _____

Please list others who **HAVE** permission to drop off/pick up your child (ren) with a contact number:

Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Alternative Contact Number \_\_\_\_\_

Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Alternative Contact Number \_\_\_\_\_

Please list anyone who **DOES NOT** have permission to drop off/pick up your child (ren): Please check who we should contact in the event of an attempt to pickup/drop off your child/ren.

Name \_\_\_\_\_ 911 Parent

Name \_\_\_\_\_ 911 Parent

**Register for your blocks here:**

The fee for the Extended Care program is **\*\$12.00** per session(Block 1 & 2)

There is an annual **\$20.00 registration fee per** family due prior to starting the Extended Care program.

\* NEW - multi child rate **\$15.00 per session**

**Circle all blocks and days you need care for your child.**

**BLOCK 1** 7:30 - 8:45AM M T W TH F

**BLOCK 2** 3:30 - 5:30PM M T W TH F

**BLOCK 3** 8:00 - 8:45AM M T W TH F **\*\*ONLY NEEDED\*\* (\$8.50 per student)**

**New this year** St. Jude of the Lake will be using an electronic sign in/out system with online access to view account and make payments. See attached informational sheet.

**Be sure to read and sign back page** 

## Late Pick-Up Fee

**Afterschool Care closes promptly at 5:30PM** during the school year. Our procedures are as follows:

1. If we have not heard from the parents 15 minutes after closing time, the emergency contact(s) will be called.
2. If we have not heard from the parents 30 minutes after closing time and the emergency contact(s) cannot be reached, the Police Department will be notified.
- 3. A late fee of \$10.00 per 5 minutes, per child must be paid directly to the staff member working at the time you pick up your child.**
4. It is understood that conditions beyond one's control (i.e. inclement weather) exist. If these conditions arise, you must notify the site as soon as possible, and make arrangements for **someone else** to pick up your child.
5. Continued late pick-up will result in termination of our services

**Payment Policy**

All accounts are due at time of invoice received. Late payments are subject to a fee. Invoices will be sent monthly. *Prepayments are welcome.*

**ONCE THIS FORM IS SIGNED AND TURNED IN, YOU ARE RESPONSIBLE FOR PAYMENT OF ALL BLOCKS REGISTERED FOR, REGARDLESS OF ATTENDANCE. YOUR TUITION IS NOT EXEMPT FROM THESE DAYS.**

Children are expected to listen and follow the rules while at afterschool care. If a discipline problem arises, the parents will be contacted. Together, we will find a solution. You may be called to remove your child if his/her behavior prevents the staff from being able to properly care for the children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well-being of all.

I agree to comply with the information above and will adhere to the policy.

Parent/Guardian signature\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_