

# KIDS KARE AFTER SCHOOL PROGRAM 2018-2019

GRADES Pre-K - 8

**Phone: 693-5604 before 3:15 / 573-6380 (KK cell) after 3:15**

St. Christopher School After School program offers a safe, happy and well supervised environment where children can play and work. The program is available to students in grades Pre-K to 8 each school day (including early dismissal days or unless specified) until 5:30 pm. Late pick-ups (after 5:30 pm) will result in a penalty charge (see below). There will be a **registration fee of \$10.00 per family** for the after-school program.

**Program Costs:** (Applies to all students in attendance from Pre-K – 8<sup>th</sup> Grade)

<b>Program Fees:</b>	<b>One Child</b>	<b>Two Children</b>	<b>Three or more Children</b>
After School:	\$15.00	\$28.00	\$40.00
Half days: 11:15am - 2:30pm	\$15.00	\$28.00	\$40.00
Half days: After 2:30pm	\$30.00	\$52.00	\$72.00
*Sports/Clubs:	0-60 minutes at KK \$8.00		\$20.00
Attendance for 60 minutes or less (3:30pm full days or 12:15pm half days)	\$8.00	\$14.00	\$20.00
Late Fee: Any pick up after 5:30pm	\$1.00 additional, per minute		

\*Sports/Clubs/STREAM Academies: If a child is going to or coming from practice or a club once KK has started and has been in attendance 0-60 minutes, an \$8.00 charge will occur. Any time spent at KK for more than 60 minutes will result in being charged the full rate.

**New Attendance Policy:** to ensure adequate staffing for the safety of our students, *attendance in the Kids Kare After-School Program must now be scheduled monthly, in advance, with pre-payment for all scheduled days.* A calendar will be available on the school website for parents/guardians to complete and submit by the 1<sup>st</sup> of the month for any/all requested Kids Kare days for our students. **Payment must be submitted with Calendar dates.** Please check the box on the registration form and calendar if you would like to have ACH (automated decuction) applied.

**Exceptions for bi-monthly scheduling** *may* be considered for those families whose work schedules vary and for whom monthly scheduling may present a hardship. Please contact Ms. Fox in writing, to request such special arrangements. [Gfox@saintchris.org](mailto:Gfox@saintchris.org),

**Emergency Situations:** While pre-planning ensures an adequate number of after school staff we understand that a family emergency may arise requiring you to alter your child's normal dismissal plans. In that event, your child/ren are certainly welcome in our program as their safety is our number one concern. However, please notify the school office immediately so that we may make proper arrangements for staffing. Unplanned attendance will result in an additional \$5.00 charge to cover the cost of arranging for additional staff coverage.

**Refunds/Credits:** In the event a child is absent from school for a legal absence (verified by a note from his/her legal guardian) on a day they were scheduled to attend Kids Kare, the pre-payment for that day will be credited or "rolled over" into the succeeding month. Refunds will not be issued.

## **Participation Guidelines & Payment Information**

1. Registration Form and \$10.00 family registration fee must be on file and paid prior to the first day in attendance.
2. Advanced scheduling and payment must be arranged per the calendar found on the school website.
3. All accounts must be current in order to maintain enrollment in the program.

### **If the balance is NOT current the following measures will be implemented:**

1. Parent is responsible for contacting the school bookkeeper at 692-2660 ext. #329 to make payment arrangements.
2. If payment arrangements are NOT met, families agree to reimburse St. Christopher School the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney's fees we incur in such collection efforts.
3. The child(ren) will not attend Kids Kare and will not be able to attend the program until the balance has been remitted. Students may not wait in the office for a late parent/guardian if the account is overdue. Re-registration/continuation in the Kids Kare Program may be jeopardized and will require a conference with administration for the child(ren) to be reinstated.
4. I also understand if funds are not available for withdrawal, a \$25 Insufficient Funds Fee will be incurred." This also goes for bounced checks.

Kids Kare Registration Information 2018-19:

**Please submit pages 3-5 and the calendar of dates to the school office**

**Attn: Ms. Fox**

Child's LAST name \_\_\_\_\_

Parents/Guardians \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Mother's Cell \_\_\_\_\_ Father's Cell \_\_\_\_\_

Mother's employer \_\_\_\_\_ phone \_\_\_\_\_

Father's employer \_\_\_\_\_ phone \_\_\_\_\_

Name(s) of children needing before/after program	Grade:
_____	_____
_____	_____
_____	_____

Please list all persons allowed to pick up your child(ren)  
(You must include Parents/Guardians names if they will be picking up)

\_\_\_\_\_ Relationship: Mother  
\_\_\_\_\_ Relationship: Father  
\_\_\_\_\_ phone \_\_\_\_\_ Relationship \_\_\_\_\_  
\_\_\_\_\_ phone \_\_\_\_\_ Relationship \_\_\_\_\_

Please list all persons who should NOT pick up your child(ren)

\_\_\_\_\_ phone \_\_\_\_\_ Relationship \_\_\_\_\_  
\_\_\_\_\_ phone \_\_\_\_\_ Relationship \_\_\_\_\_

If parents/guardians cannot be reached, who should be called in case of emergency??

1. Name: \_\_\_\_\_ cell phone \_\_\_\_\_

Relationship \_\_\_\_\_ home phone \_\_\_\_\_

2. Name: \_\_\_\_\_ cell phone \_\_\_\_\_

Relationship \_\_\_\_\_ home phone \_\_\_\_\_

Please list any:

Allergies (specify which child): \_\_\_\_\_

Other conditions we should know \_\_\_\_\_

\_\_\_\_\_  
\*\*If your child requires an Epi Pen, one must be provided for KK use only. We will not have time or access to get one out of the nurses office.

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

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

BY SIGNING THIS FORM YOU GIVE YOUR PERMISSION FOR EMERGENCY MEDICAL TREATMENT OF YOUR SON/DAUGHTER.

Registration payment of \$10 PER FAMILY is included: Cash/Check Number \_\_\_\_\_

ACH Automated Deduction

X \_\_\_\_\_  
Signature of Person Responsible for Payment

X \_\_\_\_\_  
Print Name

X \_\_\_\_\_  
Phone Number

St. Christopher School  
Kids Kare Before/After School Program 2017-2018  
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Pick-Up Procedures:

When picking up your child, you must come into the building and a Kids Kare sign out station will be located in the office. The Kids Kare worker will be in possession of clip boards. The worker will mark the time of arrival and you must sign out EACH of your children. Please wait in the link area once you have signed out your child and the worker will call for your child to be brought to you.

It is the parent's responsibility to verify that the time has been entered by the ADULT worker and that your signature is listed by each of your children. Signature MUST be legible. If a signature is not completed, full charge will be assessed at billing.

It is also the parent's responsibility to make sure that anyone you have designated as being allowed to pick up your child during the registration process is aware of these procedures.

PARENTS ARE NOT TO LEAVE WITH THEIR CHILD WITHOUT CONNECTING WITH THE ADULT WORKER AND SIGNING OUT.

- I have read, understand & agree to the above St. Christopher Before / After School care agreement.  
 ACH - Automated Deduction.

X \_\_\_\_\_  
Signature of Person Responsible for Payment

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Printed Name

X \_\_\_\_\_  
Phone Number

