

ST. MARK AFTER SCHOOL CHILD CARE SCHEDULING FORM

Name of Child(ren) _____

Week of _____

⇒ Monday _____ to _____

⇒ Tuesday _____ to _____

⇒ Wednesday _____ to _____

⇒ Thursday _____ to _____

⇒ Friday _____ to _____

This scheduling is for the following:

_____ Entire school year

_____ For the duration of after school sport/activity _____

From _____ (date) to _____ (date)

_____ This schedule is not repeating

***** TO ENSURE PROPER STAFFING AND THE SAFETY OF YOUR CHILD(REN) PLEASE REVIEW THE GUIDELINES BELOW.**

REGULAR RATE:

⇒ To receive the scheduled rate of \$4.50/hour, pre-registration is due at least **48 hours prior to your requested child care hours**. Charges will be incurred in 15 minute increments per child.

⇒ **Please note: The cost for unscheduled child care (< 48 hours) will be billed \$5.75/hour.**

SPORT RATE:

⇒ To receive the scheduled rate of \$3.00/hour, **your child must be registered with the athletic director for a sport** and registration is due **48 hours prior to your requested child care hours**. Charges will be incurred in 15 minute increments per child.

⇒ Please note: **The cost for unscheduled child care (< 48 hours) for a child registered with the athletic director for a sport will be billed \$4.25/hour.**

GENERAL INFORMATION:

⇒ Charges start at 3:15 p.m. and end at 5:45 p.m.

⇒ A fee of \$1.00 will be charged for each minute your child is at the center past the closing time of 5:45 p.m.

⇒ Every scheduled hour will be charged, whether present or not. Exceptions will be made only for changes in scheduling of school sanctioned activities such as forensics, sports, cheerleading etc.

⇒ Please place scheduling form into the After School Program drop box located outside of the school office. Additional scheduling forms are located on the school website under the Parents Tab and in the wooden kiosk located outside of the school office.

All After School Care charges will be billed on the 15th and last day of each month through the FACTS Tuition management program. Please pay promptly to avoid late fees. Thank you!