

ST. MARK BEFORE & AFTER SCHOOL PROGRAM SCHEDULING FORM

Name of Child(ren) _____

Week of _____

⇒ Monday _____

⇒ Tuesday _____

⇒ Wednesday _____

⇒ Thursday _____

⇒ Friday _____

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 care hours**. Charges will be incurred in 15 minute increments per child.

⇒ **Please note: The cost for unscheduled care (< 48 hours) will be billed \$6.00/hour.**

SPORT RATE:

⇒ To receive the scheduled rate of \$3.50/hour, **your child must be registered with the athletic director for a sport** and registration is due **48 hours prior to your requested care hours**. Charges will be incurred in 15 minute increments per child.

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

GENERAL INFORMATION:

⇒ **Before School Charges start at 7:00 a.m. and end at 7:30 a.m.**

⇒ **After School 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.

⇒ The Daily enrollment will be capped at 34 students.

⇒ Please place the 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 Before and After School Program 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!