

ST GABRIEL AFTERSCHOOL PROGRAM

Policies / Procedures

Dear Parents/Guardians

Please indicate whether your child will be attending the Afterschool Program. Read over the program policies and procedures and return to the school office, **Attention, Ruth Carlson, ASP Director**. A \$25.00 nonrefundable registration fee is required per child at enrollment.

Name (s)

Grade (s)

Circle Days Attending

Mon Tue Wed Thurs Fri

1. Please fill out (2) "School Notes" for the year stating the days of the week your child will be attending. (1) is for the office and (1) for my records). If at any time there is a change for example (child is taking bus or is a walker) please send two (2) "School Notes" stating those changes.
2. All payments are due every Friday morning. (Please make check payable to St. Gabriel School - in the memo write ASP) this is your receipt and cash will not be accepted. A fee of \$25.00 will be added if payment is late. If there is no school on Friday then Monday is the due date. Tax ID # is 06-6055388
3. Fees are \$20.00 per day per child regardless of early pickup. If you have more than one child, the second child is \$15.00 per day. Please send your child to school with a snack for afterschool.
4. Upon signing this form it means you are obligated to pay for all days circled above regardless if your child (s) is out sick or school closes for inclement weather. Holidays that fall on your child's days are considered paid as well
5. If you choose to terminate this obligation - you must give two week's notice in writing with pay.
7. If your child is out sick or sent home from school they may not attend the Afterschool Program.
8. The hours of operation are dismissal until prompt pickup @ 6:00pm. A fee of \$5.00 will be charged for every 5 minutes you are late.
9. The Afterschool Program runs on all 1/2 days from dismissal until prompt pick up at 3:45pm. The only 1/2 days that the Afterschool program is not open is the 1/2 day before Thanksgiving and the 1/2 day before Christmas vacation.

Parent /Guardian Signature: _____ Date: _____