



## 2023-24 Before School Care Registration Form

### (Emergency Use Information on Page 2)

This registration form states your family's approximate need for the before school care program.

We are aware that work schedules and/or needs may change. Please state as accurately as possible the expected hours that you will need before care for your children.

Family Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Food allergies: \_\_\_\_\_

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#### I plan to use Holy Apostles Before Care:

- Daily
- Several times per week (2-3 mornings)
- Several times per month (4-11 mornings)
- Occasionally (0-3 morning per month)

#### I plan to drop off my child:

- At 7am
- Between 7am-7:15am
- Between 7:15am-7:30am
- Between 7:30am – 7:50am

**Your one-time annual registration fee will cover the use of the before school care program for the school year. The annual fee is due in August during Forms and Fees Drop off. If the per-child annual fee is a hardship, please contact Mrs. Suarez to set us a payment plan.**

**Registration Fee Per Student..... \$175.00 per year for unlimited before school care services (due in August during forms and fees drop off)**

**Unregistered student drop in fee (emergency use only)..... \$5/per child/use**

**Scheduling:** For Before School Care no schedules are required as it is a drop-in service.

\*If a before care need arises, and you do not have registration forms/payment on file, a \$5/per child drop-in fee will be charged. **Payment is due to the school office within one week of service.**

**Structure and Policies:**

Before care drop off will end at 7:50am. After that time, children can be dropped off at 8:05am for the start of school.

All children enrolled at Holy Apostles School are eligible for the services provided by our before school program. As an extension of the school, all policies and expectations outlined in the Parent and Student Handbook will be upheld by the before school care team.

Before school care will provide “quiet time” for the children to study, read, eat breakfast, or quietly chat with friends. Often there will be a movie or educational video playing. Running or wild playing will not be permitted.

Children can bring their breakfast. We ask that ALL items are nut-free and easy for your child to eat. They will need to clean up their area before dismissal.

The before school care team will not permit access to the building for parents or students to gather forgotten homework or supplies. They are also unable to open classrooms.

The before school care program is under the direction of the school principal. The programs will be operated by persons employed by Holy Apostles Parish and under the direct supervision of the school principal.

Administration reserves the right to amend any policies or guidelines.

Registration fee is a nonrefundable one-time fee.

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