



Saint John School of Little Canada

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(651) 484-3038 • FAX (651) 481-1355
saintjohnschool@sjolc.org website: sjolc.org

Before and After School Eagle Club Child Care September 5, 2017-June 7, 2018 Fees and Agreement Form Due August 15, 2017

Registered Daily Session Rates

Sessions	Hours	Registration before Aug 15	Registration after Aug 15
AM Care	6:30 am – 8:45 am	\$10/day	\$15/day
PM Care	3:00 pm – 6:00 pm	\$10/day	\$15/day

The attached calendar illustrates the school days (highlighted in green) that this agreement covers. Non-school days (highlighted in yellow) are not part of this agreement and will require separate registration and payment. Registration forms for non-school days will be sent out as those days approach. Days that are highlighted in red indicate days that Eagle Club will be closed and no care will be available.

Policies

- All rates are per session, per day.
- You are responsible for paying all fees as registered, regardless of attendance.
- Similar to your school tuition bill, the total cost of your registered child care options for School Year Eagle Club (which includes the time period of the first day of school in September to last day of school in June) will be calculated and billed in nine (9) monthly installments beginning in September and ending in May on the day that you have chosen.
- **Changes in care after August 15** will be billed at the higher rate.
- **Changes in care after September 1** must be communicated via email to ec@sjolc.org using our change in care form and require a minimum of 3 business days in advance notice to be considered.
 - Requests will be responded to within 1 business day. Each request will be evaluated and permitted as staffing allows.
 - Multiple change requests are subject to an administrative change fee.
- **Late Pick Up** – Eagle Club closes promptly at 6:00 pm. Our procedures are as follows
 - A late fee of \$1.00 per minute, per child will be assessed using the documented time on the sign-out sheet.
 - If conditions beyond one's control arise, you must notify the site as soon as possible by emailing ec@sjolc.org or calling the Eagle Club at 651-484-8913. If someone else is picking up your child you must communicate the name of that authorized person.
 - If we have not heard from you 15 minutes after closing time, the emergency contact(s) will be called.
 - In the unlikely event that we have not heard from you 30 minutes after closing time, and we were unable to reach your emergency contact(s), and all reasonable efforts to contact you have failed, then our staff will be instructed to contact Child Welfare to ensure your children's safe care until you can be reached.
 - Continued late pick-up will result in termination of services.

Please direct all financial related questions to Deb Langlois, Parish Administrator, at (651) 288-3267.

Please complete page 2 and submit to the school office to enroll your child in this program.

If you have different needs for each child that you are registering, please submit a separate form for each child.

Child's name (please print)

DOB

Grade

Child's name (please print)

DOB

Grade

Child's name (please print)

DOB

Grade

Mother's Name

Father's Name

Please list anyone who IS AUTHORIZED to pick up your child(ren) from Eagle Club. If another person is to pick up your child(ren) and is not on this list, you will need to email Eagle Club at EC@sjolc.org to communicate the name of the person(s) picking up your child(ren).

Please mark an X in each session box you will need care for your child.

	AM Care	PM Care
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Months that you require care – circle all that apply.

Sept Oct Nov Dec Jan Feb March April May June

Agreement – Please initial each line to communicate your understanding and agreement for every item.

_____ I have read and agree to the Eagle Club Child Care Parent Information Document found on the school website *Parent Information Document* link. I will ensure that my child(ren) wears closed toe shoes to Eagle Club. I agree my child(ren) is(are) expected to listen and follow the rules while at Eagle Club. Furthermore, if a disciplinary problem arises, I agree to work together to find a solution which may include termination of services.

_____ I understand that these fees only cover the days when school is in session. I understand that changes in care will be billed at a higher rate. Multiple changes in care may be subject to an administrative change fee.

_____ Once this form is signed and turned in, I agree to be responsible for all policies and payment of fees as indicated on this form as well any additional fees involving additional care not listed on this form.

_____ I agree to have my fees automatically withdrawn September through May on the (circle one)
5th 15th 25th

Parent signature

Date

Eagle Club Availability for 2017-2018 School Year

	School Day Eagle Club Available
	Non School Day Eagle Club - register later
	Holiday - No Eagle Club Care Available

The School Days form will be used to register for the days marked in green. The yellow days are non-school days which will be registered for and billed separately throughout the year. The days marked in red are days in which Eagle Club is closed.

September					October					November					December				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	2	3	4	5	6			1	2	3					1
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24	18	19	20	21	22
25	26	27	28	29	30	31				27	28	29	30		25	26	27	28	29
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