

# St. John's Academy After School Program

## Registration

Family Name: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_ cel phone: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_ cel phone: \_\_\_\_\_

Student's Legal Residence:

\_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: \_\_\_\_\_ email address: \_\_\_\_\_

Student's Full Name:

1.	_____	grade _____	DOB: _____
2.	_____	grade _____	DOB: _____
3.	_____	grade _____	DOB: _____
4.	_____	grade _____	DOB: _____

Authorized Persons to pick up child(ren) from After School Program (besides parents):

**\*only authorized persons will be allowed to take children – NO EXCEPTIONS! \***

1.	_____	_____	_____
	full name	relationship	phone number
2.	_____	_____	_____
	full name	relationship	phone number
3.	_____	_____	_____
	full name	relationship	phone number

***Any special circumstances related to pick-up that we should know about? If yes, please explain below:***

\_\_\_\_\_  
\_\_\_\_\_

Medical Information:

***Does your child(ren) have any allergies or special needs that we should know about? If yes, please explain below and be specific.***

\_\_\_\_\_  
\_\_\_\_\_

Dr. \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact Info: \_\_\_\_\_

name

phone number

## Program Specifics:

- After School is a program offered to students of St. John's Academy in grades Pre-K to grade 8
- Students are under constant supervision by a certified, licensed teacher of St. John's Academy
- The program runs on school days from September through June
  - 2:15 pm to 6:00 pm on full days
  - Aftercare is available until 3:30 pm on First Fridays - no aftercare on other half days.
- **ALL STUDENTS MUST BE PRE-REGISTERED FOR THE PROGRAM!**
  - Students who are NOT registered will NOT be allowed to participate – not even for one day!
- Students must follow all school rules as provided in the student handbook
  - failure to comply with school rules may result in loss of privileges in the program
- Schedule:
  - Dismissal to 3:00 = snack time
  - 3:00 – 3:45 = free play \*children are taken outside if weather permits otherwise they are allowed time to play inside (board games and other indoor activities provided)
  - 3:45 – 5:00 = homework/quiet activities
    - Children complete any and all homework (they can ask for assistance from the teacher if needed).
    - Once homework is complete students are allowed to play board games or draw/color and talk quietly until pick up
  - 5:00 – 6:00 Movie Time
    - age-appropriate movie shown on a smartboard
- All students MUST bring their own snacks and water from home. NO SNACKS ARE PROVIDED.
- Cost:
  - \$10.00 per hour for the first child, \$8.00 per hour for siblings
  - minimum of \$10 billed until 3:00 pm
  - Invoices will be sent monthly, payment is made through FACTS
- Late Fees:
  - The final Pick up is at 6:00 pm
  - students who are not picked up by 6:00 pm incur a late fee
    - **\$1.00 for every minute late per child**
  - Invoices are sent out monthly for the program
    - For outstanding balances over 60 days past due:
      - the balance will accrue late fees equal to 2% per month
    - For outstanding balances over 90 days past due:
      - Child will be suspended from the after-school program until balance is paid in full.

Any questions can be directed to Theresa Cabrera, program coordinator at St. John's Academy.

Email: [aftercare@sja-hillsdale.org](mailto:aftercare@sja-hillsdale.org)

I have read and understood the policies and fees of the St. John's Academy after-school program.

\_\_\_\_\_  
Parent signature

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