All Saints Catholic Academy
Extended Care Program
2016-2017

Morning Program: 7:00 am to 7:30 am (full day preschoolers from 7:00 am to 8:10 am)

Afternoon Program: 3:30 pm to 6:00 pm

This program is available to full day preschool students, as well as Kindergarten through grade 8 students. The program is not available to half day preschool students. Please note that **billing and payment for pre-arranged & drop-in services rendered will be done via each family's FACTS account.**

Discounted fees are available to those who **register for the service in advance**. *To qualify* for this discounted fee, forms will need to be turned into the school office by **8:00 am on the second to the last day of school prior to the week of service**. For most weeks, this will be **by 8:00 am on Thursday morning of the week prior to service.**

There will be before and after school care available beginning on the first day of school, which is **Wednesday, August 17, 2016 (Grade 1-8)**. For the first two weeks of school through Friday, August 26, registration will need to be turned into the school office by **4:00 pm on Sunday, August 14, 2016 in order to qualify for the discounted rate.**

There are no refunds or credits for unused prearranged service that is billed via FACTS when using the discounted fee process, even if the date of unused service occurs prior to the invoice payment due date. The only exception to this would be if the school closed unexpectedly, such as having a snow day.

There is a specific registration form for drop in and pre-registered service. Please be sure to use this form ***each time you register*** for before and/or after school care. The form should be filled out completely with **your child's name, grade, teacher and the dates of service.** All students using the service need to have a **Letter of Intent** on file.

All children **must be signed out** by the adult picking them up. Students using the morning program also need to be signed in **unless they have been pre-registered**. **Please note that there is a significant late pick-up fee** for children picked up after 6:00 pm. The late pick-up fee is $25.00 for pick-up between 6:01 and 6:15 pm, $50.00 for pick-up between 6:16 and 6:30 pm with an additional $25 added to the late fee **for each 15 minute increment** past 6:30 pm.

Please contact Mrs. D. Thomson with questions about the ASCA extended care program at dthomson@ascacademy.org.

All student accounts will be monitored to ensure that extended care fees billed via FACTS are paid in a timely manner by the invoice due date. Late fees will be applied for bills not paid by the stated due date. Please note that extended care privileges *may be suspended* for students whose accounts are in arrears.

Students who are not picked up from school by the close of car pool (which is approximately 3:45 pm, or when car pool ends), **or** at the end of an after-school activity, **will be sent to Extended Care at the drop in rate**. Please be sure that ASCA always has current emergency contact information, or that you call the school office at (630) 961-6125 to let ASCA know when you will be delayed in picking up your student.

ASCA Before and After School Care Academy
Letter of Intent

All Saints Catholic Academy offers families child care supervision for our full day students both before and after school. The before school program begins at 7 AM, and the after school program runs until 6 PM. The rates for the before and after school care service are listed below. This **Letter of Intent** should be returned by **ALL families who plan on using the service** for the upcoming school year. An additional registration form needs to accompany the actual weekly registration.

AM Academy: (7:00 to 7:30 am; full day preschoolers from 7:00 am to 8:10 am)

$4.00 per child/per day when pre-arranged and registered for by 8:00 am on the second to the last day of the week prior to service. No refunds or credits.

$6.00 per day/per child drop in charge when pre-arrangement for care as noted above **has not been made**. This will be charged to any child dropped off before the official line up time of 7:30 am.

PM Academy: (3:30 – 6:00 pm, or any part thereof)

$15.00 per child/per day when pre-arranged and registered for by 8:00 am on the second to the last day of the week prior to service. No refunds or credits.

$20.00 per day/per child when pre-arrangement for care as noted above **has not been made.** This fee is charged whether the time used is only few minutes, or until 6 pm.

Families who prearrange the service Monday to Friday every week, for both AM & PM care will be charged a flat fee of $85.00 per week/per child. (prorated at $17.00 per day for weeks with days when school is not is session.) There are no refunds or credits for the pre-arranged flat fee care which will be billed via FACTS (even if the date of unused service occurs prior to the invoice payment due date. The only exception to this would be if the school closed unexpectedly, such as having a snow day).

Additional Charges/Late Fees

A Late Fee Charge of $5.00 per usage/occurrence will apply if pre-arranged & drop-in extended care fees are not paid by the invoice due date in FACTS. All student accounts will be monitored to ensure that extended care fees billed via FACTS are paid in a timely manner by the invoice due date. Please note that extended care privileges *may be suspended* for students whose accounts are in arrears.

Drop in payments are due <u>at the time of service</u>. AM fee is $6 per child per usage and $20 per child per usage for PM care. If the drop in fee is not paid **on or before the day of service**, it will be billed via FACTS with an **additional $5 charge** assessed per usage/occurrence. (For example, if the drop in fee is not paid at the time of service, ASCA will bill the following drop in charges via FACTS: $11 per child per day for AM care ($6 drop in fee plus the additional $5 charge), and $25 per day per child for PM care ($20 drop in fee plus the additional $5 charge).

A $25.00 late fee per each 1-15 minute time period after 6 PM will be charged for children not picked up by 6 pm.

ASCA Before and After School Care Academy
Letter of Intent

Please return this portion of **Letter of Intent** to ASCA via

Email to dthomson@ascacademy.org
Fax to attention of D. Thomson at 1-630-961-3771
Mail to attention of D. Thomson at to ASCA, 1155 Aurora Avenue, Naperville, IL 60540

Family Name: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Emergency Contact Name:_____ Phone #:_____

Preferred E-Mail Address: _____

Student Name: _____ Student Grade/Section: _____

Student Name: _____ Student Grade/Section: _____

Student Name: _____ Student Grade/Section: _____

Student Name: _____ Student Grade/Section: _____

_____ We expect to use the AM service weekly – pre-arranged.

_____ We expect to use the PM service weekly – pre-arranged.

_____ We expect to use the AM service occasionally.

_____ We expect to use the PM service occasionally.