

ST. JOHN NEUMANN SCHOOL 2017 - 2018 BEFORE AND AFTER SCHOOL CARE PROGRAM FOR KINDERGARTEN – GRADE 5

ENROLLMENT AND PAYMENT POLICY

Registration is completed when the following items have been received.

- Registration for St. John Neumann School is complete
- Registration form for the Before and After Care Program is completed and signed
- Registration fee of \$40.00 is paid - please make checks payable to St. John Neumann School. This registration fee is nonrefundable.
- Note that first payment for September's Before and After School Care is due in the month of August.
- There is no financial aid available for Before and After School Care

Payment is charged by the hour at the following rates for Kindergarten – Grade 5:



HOURS OF OPERATION

Before School Care	7:00 AM – 8:30 AM
After School Care	3:00 PM – 5:30 PM

Before and After School Care will only be available on days when St. John Neumann School is in session. The program will NOT be open for school vacations, or weather related delays or closings.

BILLING AND PAYMENT PROCEDURE -

The financially responsible party will be required to pay for the days and hours enrolled in the BASC program, even if absent. Charges for before and after school care for kindergarten through grade 5 will be calculated monthly and payable *in advance* on the *1st of the month*. Any additional time used will be billed the following month. Failure to pay by the 15th of the month, will result in a \$20.00 late fee. If the bill is left unpaid by the 15th of the following month, the family will no longer be able to attend the Before and After Care Program until the bill is up to date. Checks returned for insufficient funds will incur a service charge of \$30. All unpaid bills at the end of the school year will be turned over to a collection agency for collection. School records will not be released until the outstanding balance is paid in full, as well as any collection fees incurred.

Please Note: Due to New York State Student/Teacher regulations we need to assure proper staffing schedules, therefore we may not be able to accept families who do not commit to a regular schedule. Please contact the Program Director for any scheduling changes.