



All Saints Catholic Academy  
Extended Care Program  
2017-2018

**Morning Program: 7:00 am to 7:30 am**

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

This program is available to preschool students, as well as Kindergarten through grade 8 students. The program is not available to half day preschool students **after** their class ends. Please note that **billing and payment for pre-arranged 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 **Monday, August 21, 2017 (Grades 1-8).** For the first two weeks of school through Friday, September 1, registration will need to be turned into the school office on or before **8:00 am on Tuesday, August 15 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 should 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](mailto: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. 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. The extended care fee is only \$5 for students who are picked up between 3:45 and 4 pm.



## ASCA Before and After School Care Academy Letter of Intent

All Saints Catholic Academy offers families child care supervision 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)

\$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:** (4:01 - 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.

\$5.00 per day/per child when picked up by 4:00 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 in 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).

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.

**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 (Dad): \_\_\_\_\_ Work Phone (Mom): \_\_\_\_\_

Cell Phone (Dad): \_\_\_\_\_ Cell Phone (Mom): \_\_\_\_\_

Family Preferred E-Mail Address: \_\_\_\_\_

(please print clearly)

Please note that two or more phone numbers must be provided to contact parents.

Emergency Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Emergency Contact Relation to Child: \_\_\_\_\_

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.