

Please select all sessions that your child(ren) will be attending.



After School - 2:30 - 6:00PM

Before School - 6:30 - 7:30AM

Student 1 Information: \$10 Registration fee per child due with application

Legal Last Name: Legal First Name Legal Middle Name Gender
M or F Date of Birth: mm/dd/yyyy

Grade Level for September 2018: Ethnicity

Student 2 Information: \$10 Registration fee per child due with application

Legal Last Name: Legal First Name Legal Middle Name Gender
M or F Date of Birth: mm/dd/yyyy

Grade Level for September 2018: Ethnicity

Student 3 Information: \$10 Registration fee per child due with application

Legal Last Name: Legal First Name Legal Middle Name Gender
M or F Date of Birth: mm/dd/yyyy

Grade Level for September 2018: Ethnicity

Responsible Party/Primary Parent Information: Child's Residence Authorized to Pick-Up Child

Last Name: First Name: Relationship to Student(s): Email: *We will use email for updates about the program.*

Work Phone: Place of Employment: Home Phone: Cell Phone: Emergency Phone:

Home Street Address: City: State: Zip: Additional Information/Notes:

Other Parent/ Legal Guardian Information: Child's Residence Authorized to Pick-Up Child

Last Name: First Name: Relationship to Student(s): Work Phone: Cell Phone: Emergency Phone:

Are there any custody issues? Please describe:

Emergency Contacts & Additional Authorized Party Pickup List. We check ID's.

Last Name: First Name: Relationship to Student(s): Work Phone: Cell Phone: Emergency Phone:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Please send written updates to the program directors if you would like to add anyone else, or if there are changes to this pick- up list.

Do any of your children have any health problems/ allergies/ current daily medications of which the Academy should be aware? Please list name of child, description and prior to program's start provide the appropriate medications to the nurse: _____

PLEASE NOTE: If emergency medical attention is necessary and we cannot reach you the school staff will initiate medical treatment. By submitting this application you certify that the student (s) is in good health and fully able to participate in all activities.

Do you authorize school staff to apply sunscreen to your child (ren)? **Yes** _____ **No** _____

I give permission for my child (ren) to be included in any pictures, videotaping, publications, and/or interviews for use by PJP2CA, the Campaign for Catholic Schools and other Archdiocesan communication offices, including but not limited to publication via web Campus, newspapers, radio, or television. **Yes** _____ **No** _____

Be sure to review the program policies on the back and sign the form

EXTENDED DAY IMPORTANT PROGRAM POLICIES AND PROCEDURES
Before School Program: (Monday – Friday, 6:30 am – 7:30am)

Parents may choose to enroll their child (ren) in the program 1 to 5 days per week. Students attending the Before School program will receive a nutritious breakfast. If your child is eligible for free and reduced breakfast and you want your child to have breakfast you must sign up for the Before School program. The rate per child is \$7.00 per day with Breakfast.

After School Program: (Monday – Friday, 2:30pm – 6:00pm) **\$10 registration fee per child due with this application.**

Parents have the option to enroll children from 1 to 5 days per week from 2:30 with pickup times from 3:30 through 6:00 PM. **Fees for the After School Program are \$7 per hour for 1 child, \$11 per hour for 2 children and 3 or more children \$14 per hour.** Please note: All children need to be signed up for the after school program and the days the child will attend in advance. Any same day service will be charged a drop in rate of \$10 per hour per child.

Special Programming: The extended day program will run special programs such as Fine Arts classes, various clubs and full weekly Fine Arts vacation programs during February vacation and when after school ends in June. Contact your coordinator for details and applications.

Late Fees: If your child is not picked up by 6:00 pm, you will be assessed a late fee. The late fee charge will be \$1 per minute per child from 1 to 30 minutes, \$2 per minute per child for 31 minutes to 60 minutes and \$5 per min per child for 60 or more minutes. This fee is to be paid immediately upon your arrival. Failure to pay this fee will be viewed in the same manner as failure to pay your weekly fee and may result in a suspension or termination from the program. We expect that you arrive in a timely manner to pick-up your child and inform the coordinator if you will be late in picking up your child.

Payment Policy: **Payments are due one week after you have been billed. Students may not be admitted to the program if there is an outstanding balance at the beginning of each week.** Please be aware that unpaid fees will result in termination from the Extended Day Program and will affect your financial aid award and continued enrollment in the Academy.

Payment Options and Billing procedures:

- ◇ **Same Day Service:** Any student that attends Before or After School without being registered will be charged a drop in rate of \$10 per hour. If your child is registered in After School but does not attend daily and you need same day service, you need to contact your Campus Coordinator no later than 1pm. Any notice after this time may result in a drop in rate of \$10 per hour. In order to maintain appropriate staffing, Coordinators need to know all students attending after school in advance.
- ◇ **Vouchers for School Year:** Pope John Paul II Catholic Academy has been approved to accept vouchers issued by Child Care Choices of Boston, as a form of payment for all Before and After School services. Please contact the Business Office in the regional office at 617-265-0019 ext. 7005 or by email tuition@sjp2ca.org to review your voucher status prior to attending the program.
- ◇ Payments can be made by check or money order; please be sure to include your child's name on the check or money order. If a check is returned for insufficient funds, a \$30 bounced check fee will be added to your total invoice. At that time only money orders will be accepted for payments.
- ◇ DO NOT send payments with your child. **Payments must be made by a parent or guardian.**
- ◇ DO NOT give payments to your child's teacher as they are not responsible for submission of payments.
- ◇ It is the parent/guardian's responsibility to **pay promptly** each week.
- ◇ Payments should be submitted directly to your Campus Coordinator.

Campus Coordinator Contact:

(Cell) 857.488.5904

Drop-Off and Pick-Up:

All students attending the Before School program must be signed in by a parent/guardian each morning. This is a strict policy to ensure the safety of the children at our campuses. The names that you provide on your Extended Day Program Application are the **only** adults that will be allowed to pick up your child unless prior arrangements are made. Anyone picking up your child must be at least 18 years of age with proper identification.

Discipline Policy: The Before and After School program is a continuation of the school day, please read the Student/Parent handbook. The same Code of Conduct applies to the program. There will be no outside toys allowed in the Extended Day program. All outside toys will be confiscated and returned to the parent at the Site Coordinator's discretion.

Snack: We will provide your child with a snack every day. If your child is allergic to specific foods or you have concerns about snack time, please let us know. **We are a peanut free program.**

Please make sure every item you send with the child is labeled with his/her name.

By signing, I (name of primary parent) _____ confirm that I understand and agree to the program policies and procedures.