



Dear Afterschool Parents,

It's that time again to sign up for the Afterschool program for 2025-2026. As space is limited, we suggest registering early as we fill spaces on a first-come, first-serve basis.

Information about the program is outlined below:

**Students from Preschool to 8<sup>th</sup> grade accepted**

**After School hours are from 3:00 to 6:00 PM**

**FEES: Registration fee: \$15 per family (non-refundable)**

**Emergency forms and Financial contract must be filled out and returned to school prior to attending aftercare.**

**After School cost: \$6.00 per hour/ Billed by the quarter hour**

**ON-line billing available**

**Drop-In:** A drop-in fee for a child is \$10 per hour (office must be notified by noon)

**Late pick up fee: First minute:** Automatic \$20 late fee is charged. **After that you will be charged a dollar per minute until your child is picked up.**

**Chronic late pick-up will result in dismissal from the after-school program**

**After school is offered every school day, including early dismissals, EXCEPT for the Fish Fry and the last day of school.**

**Daily Routine:**

Each day after school students in the afterschool program will be dismissed over the announcements. Preschool and Pre-K students will move to the church basement. All other students will report to the cafeteria. We will have snack time (**brought from home**) and some downtime. Around 3:15 we will go outside or to the gym. The gym is available to us each day until 4:00 so we will take advantage of that especially in the winter months. At 4:00 school-age students will do their homework, study, read, or play quietly while others work. Each room has toys and age-appropriate activities for students. This schedule is flexible and will change based on the needs of students.

**Pick Up: K-8 - Parents will pick up from the South Side of the building through Door "J".**

**PreS/PreK will pick up at Door "J"**

The teacher will sign your child out when you arrive. Please stay near the door when picking up your child. We will get them packed up and they will come to you. If a non-family member is picking up your child they will need to be on the approved pick-up list and show ID.

We are looking forward to a wonderful year!

If you have any questions please contact the school office. 937-293-9452

Or email Mrs. Spangler at [pspangler@stag-school.org](mailto:pspangler@stag-school.org) and Erica Hicks at [ehicks@stag-school.org](mailto:ehicks@stag-school.org)

Nancy Hankey

Erica Hicks

Paige Spangler

Amy Klimowicz



# Financial Contract for St. Albert the Great Afterschool Care Program

## 2025-2026

### Fee Policy:

- There is a \$15 non-refundable registration fee per family
- Afterschool Cost: \$6.00 per hour per child/billed by the quarter hour
- Drop-In: \$10.00 per hour for each child not registered (office must be notified by noon on that day)
- Late pick up fee: **First minutes**: Flat \$20.00 late fee is charged. **After first minutes**: \$1 per minute is charged

Fees will be invoiced every two weeks and payment is due within 15 days of receipt of the invoice.

**Invoices not paid within 30 days of receipt will result in the child/children not being permitted to return to Afterschool Care until the invoices have been paid.**

Families experiencing financial hardships should speak with the staff so that arrangements for payment may be discussed.

I acknowledge and accept responsibility for the fees associated with my child's participation in the Afterschool Care Program as stated above. I understand that failure to pay invoices in a timely manner will result in my child not being permitted to participate until all past due fees are paid, unless prior arrangements have been made with the staff.

### Parents/Guardians:

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Printed Name

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Signature

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Date

### Staff:

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Signature



**AFTERSCHOOL CARE AGREEMENT FORM**

**SCHOOL YEAR: 2024-2025**

Date Rec'd	_____
Reg. Fee Paid:	_____
Check #	_____
Cash:	_____

Date:	Student Name(s):	
Grade(s):		
Mother's Name:	Father's Name:	
Mother's Phone number:	Father's Phone number:	
Mother's email:	Father's email:	

**TERMS OF AGREEMENT**

Students from Preschool to 8th grade accepted.

**Registration fee of \$15 per family (non-refundable)**

**Emergency forms must be completed on file with the office prior to attending afterschool care.**

Afterschool care cost:                      **\$6.00 per hour/Billed by the quarter hour**

**\$10:00 per hour drop-in rate (office must be notified by noon)**

**1. AFTERSCHOOL CARE PAYMENT METHOD:**

The afterschool care fees will be invoiced bi-weekly through FACTS. Payments are due 15 days after being invoiced and should be made through FACTS.

\_\_\_\_\_ (Initial)

**2. PAST DUE ACCOUNTS:**

*Students whose accounts are 30 days past due will not be admitted in afterschool care program until your bill is paid.* Repeated late payments can result in families being placed on a cash basis or being dismissed from the program.

\_\_\_\_\_ (Initial)

**3. LATE PICKUP FEES:**

Fees are assessed when picking up after 6:00PM at the following rate: **FIRST MINUTE: \$20.00, after which you are charged \$1.00 for EACH minute until your child is picked up.**

**Chronic late pickup will result in dismissal from the program.**

\_\_\_\_\_ (Initial)

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**4. AFTERSCHOOL PROGRAM HOURS/DAYS**

The hours of service are 3:00PM - 6:00PM every day of school, including early dismissals, EXCEPT for The day of the Fish Fry and the last day of school.

\_\_\_\_\_ (Initial)

**5. BEHAVIOR**

Students who fail to abide by the behavior code listed in the school handbook may be dismissed from the program at the discretion of the administration.

\_\_\_\_\_ (Initial)

**6. DISCLAIMER**

St. Albert the Great, its Directors, Employees and/or volunteers will not be liable for any claims due to injuries, accidents or incidents suffered during program hours. The insurance benefits cover emergency treatment ONLY

\_\_\_\_\_ (Initial)

I acknowledge and accept responsibility for the fees associated with my child's participation in the St. Albert the Great Afterschool Care Program as stated above. Families experiencing financial hardships should speak with the staff so that arrangements for payment may be discussed. I understand that failure to pay invoices in a timely manner will result in my child being placed on hold or dismissed.

\_\_\_\_\_  
Signature of Mother (or Legal Guardian)

\_\_\_\_\_  
Signature of Father (or Legal Guardian)

**DAILY ROUTINE:**

At the end of each school day, students will be dismissed to Afterschool care over the announcements. Preschool and Pre-K students will move to the church basement. All other students will report to the cafeteria.

There will be snack time (brought from home) and some downtime. Around 3:15PM students will be taken outside or to the gym. The gym is available to the program each day until 4:00PM. We especially use this option in the winter months. At 4:00PM, school-age students will do their homework, study, read or play quietly while others work. Each room has toys and age-appropriate activities for students. This schedule is flexible and will change based upon the needs of our students.

**PICK UP: Parents will pick up from the South side of the building through Door "J".**

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If you have any questions, please contact the school office at (937) 293-9452 or email Mrs. Spangler at [pspangler@stag-school.org](mailto:pspangler@stag-school.org) or Mrs. Hicks at [ehicks@stag-school.org](mailto:ehicks@stag-school.org)