



# BELONG & AFTER SCHOOL CARE

## ***SAINT PETER LUTHERAN CHILDCARE***

### **PARENT INFORMATION**

- ❖ Enrollment in the St. Peter Extended Care Program is open to all children who are enrolled in St. Peter Lutheran School.
- ❖ Every child enrolled in the program must have a signed contract and emergency information. A cell or phone number must be kept current so you can be reached in case of an emergency. A physical must also be on file with the school.
- ❖ Outer wear necessary for rain or snow; snow pants, boots, cap, mittens are required every day in the winter.
- ❖ Childcare will be open every day of the school year from 7:00-7:30 a.m. and from the close of school until 6:00 p.m., Monday through Friday on school days. It is open from 7:00 am until 6:00 pm on non school days (subjected to sufficient enrollment) with the exception of the following holidays: Labor Day, Thanksgiving Day and the Friday after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, and Memorial Day.
- ❖ Unscheduled closing - When District #54 is closed due to inclement weather, St. Peter School is also closed. Go to the school website, school emergency chain, TV or radio for school closings. If St. Peter School is closed, Child Care will also be closed. If there is an unscheduled closing other than weather, Childcare will give parents as much advanced notice as possible.
- ❖ Parents provide lunch for their children on half and non-school days. Optional special lunches may occasionally be arranged at an additional cost. Childcare will provide one nutritious snack (2 on non school days) after school.
- ❖ All requirements regarding medication for St. Peter Lutheran School also applies for Childcare.
- ❖ If the child is not well enough to participate in all activities, including outdoor play, he/she should not come to Childcare. All children will go outside unless they have a written excuse from a doctor. Leave written messages for the staff. **Do not rely on verbal messages.**
- ❖ All children must be checked-in for the morning program and checked out by the parent from aftercare. You must notify a staff member that you and your child are leaving, including non school days.
- ❖ Field Trips may be taken during all day Childcare. An additional fee may be required. Parents will have the option to sign their child up. If you do not want your child to go on the field trip, it is the parent's responsibility to find other care for their child.

St. Peter Lutheran School  
208 E. Schaumburg Rd., Schaumburg, IL 60194  
Web Site: [stpeterlcms.com](http://stpeterlcms.com) Cell Phone/847-903-8411 School Phone/847-885-7636

**St. Peter Lutheran School Admits Students of Any Race, Color, and National or Ethnic Origin**

# CHILD CARE CONTRACT

**IS THIS A BINDING CONTRACT?** Yes, this is a business contract. In signing it you are agreeing to the terms of this contract. Two contracts are provided. One contract is to be completely filled out and signed and returned with the registration fee. Keep the other one for your records.

**HOW DO I PAY MY FEES?** Parents sign their child in for morning care. The fee for morning care is a flat fee of \$2.30. Students will be signed in by staff for after school care but the parent must sign their child out. Failing to do so will result in the maximum hours charged for that day. There can be no exceptions. There is no minimum day or time requirement. The rate of \$4.50 per hour will apply and you will be charged on the half or hour of use. There is not a multi-children family discount.

Fees are due by **Friday at 6:00 pm, following the week of care provided**. Payment may be made by check or money order. Do **not** leave cash. Checks not honored by the bank will incur a \$30 fee. After two (2) returned checks, personal checks will no longer be accepted. If fees become two (2) weeks in arrears, the student will not be allowed to attend the program until fees are current. You also agree to the addition of reasonable attorney fees and costs of collection if you fail to pay under the terms of this contract. A credit card will be required to be kept on file to be used only if fees become two (2) weeks in arrears. You will be contacted prior to debiting the amount owed from your card. (initial\_\_\_\_\_)

**NON-SCHOOL DAYS:** Families are given the choice of attending or not on Non-School days when child care is available. You will be asked to sign up in advance if your child will be attending on one of these days. For your convenience a *hour has been added to t half' days to allow for more time for field trips*. If you sign up for care on a non-school day and your child does not attend that day, you will be charged a \$25.00 per day-per fee. If there are an insufficient number of students signed up for this option, you will be notified in advance that Child Care will not be open that day(s). (initial\_\_\_\_\_)

## FEE SCHEDULE

**REGISTRATION:** First Child: \$65.00  
Each additional Child: \$40.00  
The registration fee is non-refundable

**HOURLY RATE PER CHILD:** Morning 7:00-7:30 a.m.: **\$2.30 per day**. Afternoons: 2:15-6:00 p.m.(1:45pm-Wed.) is **\$4.50 per hour**. Non school days: Half day - **6 hours or less is \$31.00** and Full Day - **More than 6 hours is \$41.00**. There is no minimum day requirement. There is not a multi-children family discount.

**LATE PICK-UP** A \$2.00 fee per child will be charged for every five (5) minutes past the 6:00 p.m. pick up, i.e. 6:01-6:05 = \$2.00; 6:06-6:10 = \$4.00; 6:11-6:15 = \$6.00, etc. This fee will be added to your Childcare statement. (initial\_\_\_\_\_)

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

**I HAVE READ BOTH SIDES OF THE CHILDCARE CONTRACT AND AGREE TO ABIDE BY THESE POLICIES INCLUDING THE CREDIT CARD DEBIT FOR CHILDCARE FEES 2 WEEKS IN ARREARS.**

\_\_\_\_\_  
Parent/Guardian Email Address  
\_\_\_\_\_  
\$ \_\_\_\_\_ # \_\_\_\_\_ / / \_\_\_\_\_  
Print Name Amount Check Date

Office Use Only - Entered Information  
Family \_\_\_\_\_ Students \_\_\_\_\_ Registered \_\_\_\_\_ Payment \_\_\_\_\_ Email \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_