



ST. AMBROSE ACADEMY 2025-2026 BEFORE AND AFTER SCHOOL CARE PROGRAM KINDERGARTEN – GRADE 5

ENROLLMENT AND PAYMENT POLICY

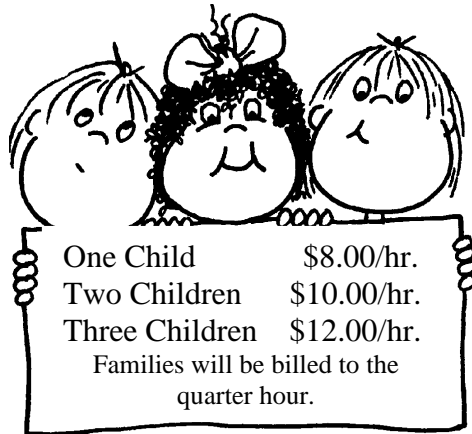
Registration is completed when the following items have been received.

- Registration for St. Ambrose Academy school program is complete.
- Registration form for the Before and After Care Program is completed and signed
- Registration fee **through June 30, 2025, is \$40.00**. Please make checks payable to **St. Ambrose Academy**. **After July 1, 2025, the registration fee increases to \$75**. The registration fee is **non-refundable**.

Note: payment is due in advance, i.e. the first month's payment for Before and After Care is due in August or upon registering for the program if registering after August 31st

- There is no financial aid available for Before and After Care

Payment is charged at the following rates for Kindergarten – Grade 5 for those choosing a pay by the hour and **not** the all-inclusive 5 day tuition plus before and after care option:



HOURS OF OPERATION

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

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

BILLING AND PAYMENT PROCEDURE

To guarantee adequate staffing, 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 5th 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. St. Ambrose Academy reserves the right to charge a \$2.00 per minute late fee for pick up after 5:30 pm. Checks returned for insufficient funds will incur a service charge of \$35. All unpaid bills at the end of the school year will be turned over to a collection agency for collection. Families are responsible for any additional collection fees.

Please Note: Due to New York State Student/Teacher regulations we need to assure proper staffing schedules, therefore we are not be able to accept families who do not commit to a regular schedule. No exceptions will be made. Please contact the Program Director for any scheduling changes.