



# ST. AMBROSE ACADEMY 2023-2024 BEFORE AND AFTER SCHOOL CARE PROGRAM KINDERGARTEN – GRADE 5

## ENROLLMENT AND PAYMENT POLICY

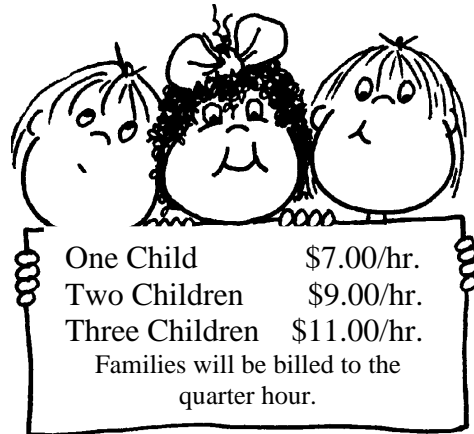
Registration is completed when the following items have been received.

- Registration for St. Ambrose Academy school program is complete.
- Registration form for the Before and After Care Program is completed and signed
- Registration fee of \$40.00 is paid - please make checks payable to **St. Ambrose Academy**. This 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 31<sup>st</sup>**

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

Payment is charged at the following rates for Kindergarten – Grade 5:



## 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 ***1<sup>st</sup> of the month***. Any additional time used will be billed the following month. Failure to pay by the 5<sup>th</sup> of the month will result in a \$20.00 late fee. If the bill is left unpaid by the 15<sup>th</sup> 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 \$30. 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.