

ST. VINCENT DE PAUL CATHOLIC SCHOOLS
Elementary After School Care Registration Form

Student Name: 1) _____ Teacher _____
2) _____ Teacher _____
3) _____ Teacher _____

Mother's Full Name: _____

Father's Full Name: _____

Address: _____

Address: _____

Phone #: _____

Phone#: _____

Email Address: _____

Email Address: _____

Employer: _____

Employer: _____

Work Phone #: _____

Work Phone #: _____

PEOPLE WHO HAVE PERMISSION TO PICK UP MY CHILD. Parents listed above will always be able to pick up their children unless the ASC program is otherwise notified. If the person picking up your child is not listed below, please send a signed note to the office or the person will not be able to pick up your child.

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

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Please note any allergies, medical concerns, or medications taken for any of the students listed above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My signature below indicates that I have read the information for the St. Vincent After School Care Program and agree to follow all guidelines. I authorize ASC personnel to use the above information in the care/safety of my child/children.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ST. VINCENT DE PAUL CATHOLIC SCHOOLS**  
**Elementary Before and After School Care Information**

**PURPOSE:** The main purpose of Before School Care and After School Care (ASC) is to provide supervised extended care for the children of working parents and parents who need to have care before school starts and for those who cannot pick up their child(ren) up immediately after school.

BSC hours are 6:30am - 7:30am and ASC daily hours are 2:40-5:30pm. Parents will check in with BSC staff and students will check in with ASC staff. A permission form must be filled out prior to a child attending this program. Two adults will be present with the children until programs are below 25 students. An afternoon snack and drink will be given to the children. Children are given time to do homework and play. On fair weather days, they may go outside to play. On cold and rainy days, the children will remain in the cafeteria. Students who attend Before School Care and After School Care are expected to follow regular building rules and handbook rules as per the handbook; this is for the well-being of everyone in the programs. Students may be required to leave this service if rules are not followed.

**ACTIVITIES:** Each day the children will be given time to socialize and play. They will also get quiet time to work on homework. A drink and snack will be provided each day. A child may bring his/her own healthy snack if they prefer. If a child has been out of their regular classroom and in ISS all day, IT MAY BE DETERMINED THEY MAY NOT BE ALLOWED TO ATTEND CARE PROGRAMS THAT DAY, as per administration.

**REGISTRATION:** Whether your child attends regularly or one time, parents must fill out and sign the registration form so that we have emergency and medical information on file for the safety of your child. We suggest every family fill this out for your children at the beginning of the year in case you need the ASC service unexpectedly. This will help assure the safety of your child.

**TAX INFORMATION:** Currently, some families deduct BSC/ASC fees from their taxes. You should consult your accountant or tax advisor to determine whether you can deduct BSC/ASC fees. In January, families may request a statement showing BSC/ASC fees they have paid for the prior year.

**CONTACT INFORMATION:** If you need to contact BSC/ASC, please call elementary office at 573-846-1085 or email Mrs. Gremaud at [hgremaud@svdepaul.org](mailto:hgremaud@svdepaul.org). Please keep this information for future reference.

**FEES:** Fees may be paid for the entire year by August 31 (this provides the greatest discount), on the first of each month (which provides a discount), or a bill can be sent home a few days after the month ends for those of you with irregular work schedules or who only use school programs occasionally. You will not receive the monthly discount fee this year unless you pre-pay for the month by the 1st of the month. Checks should be made payable to **St. Vincent De Paul Catholic Schools**. Please write separate checks for BSC/ASC and Lunch Money because these are separate accounts. If payments are not made in a timely manner, the parent may be asked to withdraw their child from BSC/ASC until the BSC/ASC bill has been paid. If a payment is returned to the school due to insufficient funds, a handling fee of \$10.00 will be charged in addition to bank fees that are assessed.