

For Office Use:
Supply Fee Paid: _____
Date: _____ Check # _____

After School Care Application
2021-2022 School Year
(One form per child, please)

Student's Name: _____ Grade: _____

Parent/Guardian's Names: _____

Address: _____

Telephone: _____

Enrolling for days: Monday Tuesday Wednesday Thursday
-or-
 Drop-in service only

Payment Method – *The payment of the initial supply fee will be drafted on June 1 via FACTS. All monthly fees will be drafted on the second of each month, including any drop-in fees via FACTS. An invoice will be emailed to the account on file prior to the draft as a reminder.*

(If you did not do so with your re-enrollment paperwork, please sign in/create an **Incidental** account in FACTS: <https://online.factsmgmt.com/SignIn.aspx?ReturnUrl=/>. The incidental account can be the same or different from the account being drafted for tuition. If you have questions while setting up your account, please contact their customer service at **866-441-4637**.)

Please list any allergies or health conditions of which we need to be aware:

Please remember that a carpool number is required for anyone picking up your child.

I understand that I will be responsible for the fees charged for the child care services that I have chosen and that my child will not be allowed to continue in the program if my charges become more than one month overdue.

Parent/Guardian's Signature: _____ Date: _____

Please email completed application to Diane Abeln at dabeln@westminsterknights.org.
The \$25 per family supply fee will be auto drafted with the first month of After School Care.
The supply fee for faculty members is \$75 per family.

Westminster
ASC Policies and Procedures
2021-2022 School Year

Availability: ASC will be offered from 12:40-2:40 Monday-Thursday.

Fees: There will be a set rate for the ASC program. The monthly rate will be as follows:

One day a week for one child:	\$35
Two days a week for one child:	\$70
Three days a week for one child:	\$105
Four days a week for one child:	\$140

One day a week for two children:	\$70
Two days a week for two children:	\$140
Three days a week for two children:	\$210
Four days a week for two children:	\$280

One day a week for three children:	\$105
Two days a week for three children:	\$210
Three days a week for three children:	\$315
Four days a week for three children:	\$420

The shorter months of August, December, and May will bill for half the regular monthly tuition. For example, one day a week for one child in August will be \$17.50.

Drop-in Rate: \$10 a day

- **All fees will be auto drafted at the second of each month, including any accumulated drop-in fees.**
- Any changes to a child's ASC schedule **MUST** be made before the 15th of the month for the following month.
- If your child is enrolled in OMSFA music lessons and plans to use only one hour of the ASC program, **the fee remains the same** because the space has been reserved.
- There is a one-time \$25.00 supply fee per family that will need to be paid with the initial enrollment. The supply fee for faculty members is \$75.00 per family.
- Enrollment forms must be filled out before a child may participate in the program. The deadline for registration for ASC this year is **Friday, May 14** in order to streamline the scheduling, billing, and hiring process. Placement is available on a first-come first-serve basis. We recognize that all your plans are not in place yet but have found that a summer deadline is difficult.
- You need to fill out an enrollment form and pay the registration fee even if you only plan to use the drop-in service.
- Parents using the drop-in service will need to call the school office to verify whether a spot is available for the intended day of use.