



## **SACRED HEARTS SCHOOL BEFORE AND AFTER SCHOOL PROGRAMS**

### **GENERAL INFORMATION**

- CONTACT PERSON: Mrs. Theresa Carrier
- PHONE: 978-374-7161
- PROGRAM OPEN TO: Nursery thru Grade 8 Students
- REGISTRATION FEE: \$20 per family
- LOCATION: Sacred Hearts ECC 48 So. Chestnut St. and Sacred Hearts School 31 So. Chestnut St.

### **PROGRAM OPENS** - First full day of School

### **HOURS OF OPERATION**

- Before School Program opens at 7:00 AM
- Nursery and Morning Pre-K Students - Lunch Bunch Program starts at 11:30AM
- Full Day Pre-K through 8<sup>th</sup> Grade Students - After School Program starts at 2:30 PM
- Program is open until 6:00 PM for all students

### **DAYS OF OPERATION**

- Monday through Friday (**Based on school calendar**)
- **EARLY RELEASE DAYS (Program is closed)**

### **PROGRAM** Daily Activities include:

- Snack Time - parents are asked to provide their child with a **nut-free snack and drink**
- Arts & Crafts
- Homework Time
- Outdoor Play
- Games; Classroom Activities

### **FEE STRUCTURE**

- Registration Fee - \$20 per family
- Before School Rate - \$3.25 per day
- After School/Lunch Bunch Contract Rate - \$6:50 per hour/per student
- Drop-in Rate - \$12.00 per hour
- Late Fee applied for late pick-up
- Payment - FACTS tuition automatic monthly online banking payment plan



**SACRED HEARTS SCHOOL  
BEFORE AND AFTER SCHOOL PROGRAM  
REGISTRATION FORM**

**(NOTE: This completed form and the \$20/per family Registration Fee is due prior to admission to the Program.)**

PRINT CLEARLY:

**STUDENT'S LAST NAME:** \_\_\_\_\_

**FIRST NAME:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**FIRST NAME:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**PARENT E-MAIL ADDRESS:** \_\_\_\_\_

**PARENT E-MAIL ADDRESS:** \_\_\_\_\_

**PARENT CELL NUMBERS:** \_\_\_\_\_

**LIST ANY HEALTH CONCERNS/ALLERGIES:** \_\_\_\_\_

**Read the following and complete: INFORMATION RE: FACTS TUITION MANAGEMENT**

**FACTS Tuition Management.** FACTS is an automatic monthly payment plan. Payments are budgeted over 10 months beginning in September. Payments may not extend beyond the month of June. **All monthly after school tuition payments must be paid through FACTS Management; monthly payments cannot be made directly to the school.**

**Families currently using FACTS:** Accounts are automatically rolled over into 2017-2018. You can update your profiles in any way by logging into your FACTS account as usual. Profiles will be updated with after school tuition rates by our tuition manager, Theresa Carrier. As soon as this is completed, FACTS will send a confirmation letter or email that the agreement has been finalized, with payments starting in September 2017.

**Families new to FACTS:** This is the link to FACTS <https://online.factsmgt.com/signin/3H64H>. New families to FACTS need to create a profile which includes demographics, student information, banking information, and what day of the month you would like your money withdrawn, the 5<sup>th</sup> or the 20<sup>th</sup>. Once the information is entered the account will be placed in a PENDING status. Profiles will be updated with after school tuition rates by the tuition manager, Theresa Carrier. As soon as this is completed, FACTS will send a confirmation letter or email that the agreement has been finalized, with payments starting in September 2017.

**PLEASE SPECIFY THE PICK-UP TIME NEEDED CHECK EACH DAY STUDENT IS ATTENDING**

	Before School Program	Lunch Bunch Program	After School Program Day and Time
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

**Note: This program is a school sponsored/supervised program. Behavioral expectations outlined in the Parent/Student Handbook apply. By my signature, I agree to fulfill ALL OF THE TERMS OF THIS AGREEMENT. I understand that my failure to fulfill this agreement will jeopardize (re-) registration for the following school year.**

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**I HAVE ENCLOSED \$20.00 CHECK # \_\_\_\_\_ FOR REGISTRATION FEE.**