



## AFTER CARE REGISTRATION

School Year 2025 - 2026

\_\_\_\_\_  
Student's Last Name

\_\_\_\_\_  
Student's First Name

\_\_\_\_\_  
Grade

Part Time  Full Time  Drop in/off

\_\_\_\_\_  
Student's First Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's First Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's First Name

\_\_\_\_\_  
Grade

REGISTRATION FEE IS **\$35.00 PER FAMILY** (NON-REFUNDABLE)  
MAKE ALL CHECKS PAYABLE TO ST. MARTIN OF TOURS AFTER CARE

### AFTER CARE PROGRAM

#### **FULL TIME TUITION** (Three or more days per week)

3:00 P.M – 6:00 P.M                      Per Student                      \$100 per student/week

#### **PART TIME TUITION** (One - Two days per week; for half days, must pay for all hours used, does not apply full-time tuition)

3:00 P.M – 6:00 P.M                      Per Student                      \$10 an hour/per student

**EMERGENCY DROP OFF**                      Per Student                      \$10 an hour, per student

#### **HALF DAYS 12:30 PM – 5:00 PM**

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **FEES**

**REGISTRATION:** Please note that there is a **\$35.00** non-refundable registration or re-registration fee for each year per family.

**INVOICE:** After Care program Payments can be made with cash, checks payable to St. Martin of Tours-aftercare, or credit cards (through Square) with a 5% fee.

**PAYMENTS:** Monthly: Due the 1st of each month

Weekly: Due each Monday of the week, 1 Day Drop in a week: \$10.00 per hour, per child, Due at time of service (check, cashm credit card 5% fee per transaction)

**LATE FEE - PAYMENTS:** A **\$25 late fee** will be added per invoice, per month if the payment is not received on time. A record of late fee will be documented with your aftercare record. Your child will not be allowed to attend our program if there are three (3) late payments.

**RETURNED CHECK FEE:** This **\$35 fee** will be assessed for checks returned by a financial institution for insufficient funds or any other reason. If more than two checks are returned, subsequent payments must be paid in cash, money order, or certified check

**LATE PICK-UP:** Any child not picked up on time will be charged **Late Fees assessed at \$5.00 per minute, per child after 6 PM.** This late fee is to be paid immediately to the staff who stayed with your child. Cash or check must be made out to the staff on duty. Our staff is only paid up to 6:00 PM and our program is only license to operate until 6:00PM by Maryland State Department of Education – Office of Child Care (Montgomery County). State vouchers can not be used to pay for late pick up.

**\*Three (3) late pick-ups will result in termination of your registration.**

Registration fee will not be refunded\*

**EMERGENCY DROP-IN/DROP-OFF:** Students who are not picked up 15 minutes after regular dismissal will go to After Care-Cafeteria. It will be charged \$10 for every hour or part of the hour. Reoccurring drop ins/drop offs will be charged as part time or full time depending on the number of days. Please refer to the rates stated.

## **REFUNDS**

There will be **no credit** given for absences due to extracurricular activities, illness, and/or family trips.

## **EXTRA CURRICULAR ACTIVITIES**

It is the parents' responsibility to notify After Care if their child/children is/are attending any after-school activity such as drama club, choir practice, clubs, tutoring, or any other activities. Students attending sports practice must be signed out by a designated adult. Send an email to Mrs. Ruiz if there's an arrangement made between the parents and the designated adult for pick up. Staff are not responsible for walking the students to any of

their activities.

## **WITHDRAWING POLICY**

If you wish to withdraw from our After care program, two weeks' notice must be submitted in writing to Mrs. Ruiz. Registration will not be refunded if you decide to withdraw from our program. Please remember the number of staff members in After care is set up depending on the total amount of children enrolled according to our license permits. (Your spot is reserved)

## **EMERGENCY SCHOOL CLOSURE**

The school follows Montgomery County Public School and Archdiocese of Washington Catholics Office closings during inclement weather. There will be no aftercare if the school is cancelled. If Montgomery County Public School or Archdiocese of Washington Catholic Schools Office will call for an early dismissal due to inclement weather or any other reason, after care will not operate.

## **ADDITIONAL INFORMATION**

There is **no extra charge** on half days for **only full-time** registered students. Additional charges will be added to registered part-time students. Charges will not be made when school is not in session during the Christmas and Easter break.

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I understand the policy of St. Martin of Tours Catholic School – After Care program.

I wish to enroll my child/children to St. Martin of Tours Catholic School – After Care program.

I agree to pay charges according to the schedule set above.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Email: \_\_\_\_\_

\*PLEASE RETURN COMPLETED FORM AND CHECK TO AFTERCARE\*  
MRS. RUIZ/AFTER CARE DIRECTOR