



Dear Parent/Guardian,

St. Cletus will be offering both Before and AfterCare programs for the 2018-2019 school year. ***Cost of the program is \$6.00 per hour per child. There is a minimum charge of \$3.00 per child per attendance period.*** Time charges are rounded up to the half hour. Families will be invoiced through the FACTS Management program via participating families' Incidental Expenses Accounts.

The annual registration fee is \$25.00 per family. Once you begin using the Extended Care Program, you will be invoiced for this registration fee with your first monthly billing through your FACTS Management Incidental Expenses account.

Please select your extended care date and time choices on your Registration Form. (Your choices are not final—they just allow us to plan ahead for extended care staffing.) Parents should notify their student(s)' teacher(s) and the school office no later than 2:00 p.m. if they are using the AfterCare program that day.

The BeforeCare program is from 7:00 a.m. until 7:50 a.m. Students should enter through the school office (apple) entry door (# 2) to the school building. Any child arriving to school before 7:50 a.m. without a scheduled meeting/activity will be sent to BeforeCare, and the family will be charged accordingly. The phone number to BeforeCare is (708) 352-4820.

Students who are not picked up by dismissal time (3:00 p.m.) will be sent to AfterCare, unless other plans were previously made. The AfterCare Program operates from 3:00 p.m. until 5:45 p.m. Pickup is at the early childhood entry door (# 6); please ring the doorbell on the right-hand wall to gain entry to the building. The AfterCare phone number is (708) 215-5408.

LATE PICKUP FEES: Late fees are charged to families who pick up their child(ren) after 5:45 p.m. at the rate of \$1.00 per minute for the first five minutes and \$5.00 per minute for each minute after 5:50 p.m. We suggest a family member, friend, or neighbor be asked to pick up your child in case of an emergency. Please be sure to list all contacts who are allowed to pick up your child(ren) on the attached Registration Form.