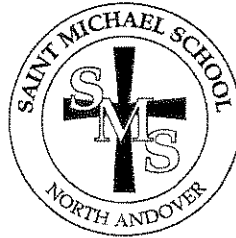


Saint Michael School
80 Maple Avenue
North Andover, MA 01845



Phone (978) 686-1862
Fax (978) 688-5144
st-michael@comcast.net
www.saintmichael.com

Saint Michael School Extended Day Emergency/Enrollment Form

Student First Name _____ Last Name _____

Street _____

City _____ State _____ Zip _____

Phone _____ Date of Birth _____ Age _____ Grade _____

Health Insurance Provider _____ Policy # _____

Subscriber _____ Carrier _____

Mother's Name _____ Social Security # _____

Home Address _____ Home Phone _____

Cell Phone _____ Beeper _____ Work Phone _____

Company Name/Address _____

Father's Name _____ Social Security # _____

Home Address _____ Home Phone _____

Cell Phone _____ Beeper _____ Work Phone _____

Company Name/Address _____

Emergency Contacts (this must be filled out)

Name _____ Relationship _____

Address _____

Phone _____ Cell Phone _____ Beeper _____

Name _____ Relationship _____

Address _____

Phone _____ Cell Phone _____ Beeper _____

Name _____ Relationship _____

Address _____

Phone _____ Cell Phone _____ Beeper _____

Are there any special accommodations/allergies/concerns that you feel we should know about?

I (we) _____, the parent or guardian of _____, authorize the staff and personnel of Saint Michael School to treat my child in case of emergency. Further, I _____ release the staff and personnel of Saint Michael School from liability for any act or omission conducted in the course of rendering such care to my child. In the event of an emergency, your child will be taken to the nearest hospital, unless otherwise notified. I (we) understand and agree to pay all fees associated with my child(ren)'s participation and attendance in any programs sponsored by St. Michael School.

Mother's Signature _____ Father's Signature _____

Date _____

ONLY COMPLETE THIS FORM IF YOU WILL BE UTILIZING EXTENDED DAY SERVICES. RECEIPT OF THIS FORM WILL GENERATE YOUR ENROLLMENT FEE OF \$10 PER FAMILY.

EXTENDED DAY INFORMATION UPDATE

GENERAL INFORMATION

The program is available Monday through Friday. During the School Year from 7:00am to 8:45 am and then again from 11:30am to 5:30pm. If you are looking for care during our morning session hours, please consider registering for Morning Bunch. Children can be enrolled for any part of the day, with the option of attending full or part-time. **Lunch is not provided.** Enrollment is limited as we offer a low student/teacher ratio. You do not need to be a member of our school or parish to participate in this program. We tried to design an extended day program with your needs mind. If you have needs that we have not addressed, please let us know. We will do our best to accommodate you.

REGISTRATION FEES

Registration Fees are required and allow us to purchase supplies, equipment and snacks for this program. These fees are non-refundable. School Year Program \$10 per family.

AGE REQUIREMENTS

Children must be at least three years old but not older than 13 years of age or a student enrolled in our Nursery program as of September 1.

TUITION

The tuition for the Saint Michael Extended Day Program is priced competitively. Tuition is **\$6.00 per hour per child** and is accumulated daily. Tuition is charged by the whole hour. Parents will sign out their children each day, and bills will be rendered weekly. **Payment is due on receipt of the bill.** Accounts more than two weeks in arrears will be assessed a \$10.00 late charge. Late fees are accumulated weekly. Other arrangements can be considered with the approval of the Principal.

LATE PICK-UP POLICY

In fairness to the staff, a late fee will be charged the second time, and any subsequent time, your child is picked up later than the designated closing time of 5:30 PM. Except for extreme circumstances (to be determined at the discretion of the Principal), you will be charged \$1.00 for each minute after 5:30 PM. This fee will be added directly to your bill. Please call ahead 978-686-4151 if your are going to be late and help alleviate the anxieties of your child and staff members.

HEALTH CARE

To provide for the safety and health of all children, we will request that parents take responsibility for providing transportation home as soon as possible if your child has a temperature or a contagious illness. If your child is sent home sick during the regular school day, he/she may not return to the Extended Day Care Program the same day. If your child has an allergy, or is taking medication, it is essential that the staff have all the details in writing. Medication cannot be administered during the after school program. Under no circumstances should a child be sent to the center with any type of medication in his/her possession. If your child has a communicable disease, such as chicken pox, please notify the staff so that we can post a notice for other parents to be aware of any signs of illness. Should your child come to the Extended Day Care Program with signs of mild discomfort (slight headache, toothache), quiet rest time will be provided. Parents, however, will be alerted.

APPROPRIATE CLOTHING

Please send your child to school with clothing for the season and the activities s/he will engage in. Remember that many outdoor activities are being planned. Please put your child's name on all clothing, lunch boxes, etc.

*above information is subject to change without notice