

St. Mary's Child Care Program Registration

ALL PAPERWORK MUST BE TURNED IN PRIOR TO START DATE OF CARE.

Please check all that apply:

Date care will begin: _____

- \$25 Registration Fee / per child (One-time fee at sign-up)
- \$15 Supply Fee / Fee is per child, twice annually, January 1 and July 1)

Child's Name: _____ Age: _____ DOB: _____

Other children in household:

Name: _____ Age: _____ DOB: _____

Name: _____ Age: _____ DOB: _____

Name: _____ Age: _____ DOB: _____

Name: _____ Age: _____ DOB: _____

Mother's Name: _____ Cell Phone: _____

Address: _____ Work Phone: _____

City, State, Zip: _____ Email: _____

Father's Name: _____ Cell Phone: _____

Address: _____ Work Phone: _____

City, State, Zip: _____ Email: _____

Total number of hours of child care needed per week: _____

PLEASE FILL IN BASIC HOURS NEEDED PER WEEK

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
FROM:	FROM:	FROM:	FROM:	FROM:
TO:	TO:	TO:	TO:	TO:

Comments: *(Please explain any patterns in your work schedule if it will not be the same week to week)*

PLEASE SEE OTHER SIDE OF THIS SHEET

St. Mary's School Childcare Program Financial Agreement

Parents are responsible for payment of fees incurred for the upcoming week. The Monthly Planner is to be submitted ON OR BEFORE the 15th for the next month by 5:30 pm. There are no exceptions for this deadline. This is imperative for preparing our student and staff schedules.

PAYMENT FOR CARE MUST BE SUBMITTED BY FRIDAY FOR THE UPCOMING WEEK. If payment is not made in full, your child(ren) will not be able to return to childcare until your balance is paid in full. We will not tolerate outstanding balances.

NSF checks will be charged a \$30 fee. The amount of the returned check plus this fee must be paid within three (3) days of notice in CASH. Your child(ren) will not be able to return to childcare until your account has reached a zero (\$0) balance.

If your child will not be in childcare on a scheduled day, you are required to call and inform us that morning. If your child is not present on a scheduled day and we are not notified, your account will be charged for the hours scheduled for that day.

Childcare Fees:

- \$5.00 / hour / child: 6 weeks to 2 years (Effective 6/1/26: \$6.00 per hour/per child)
- \$4.50 / hour / child: 2 years old (Effective 6/1/26: \$6.00 per hour/per child)
- \$4.00 / hour / child: 3 years and older (Effective 6/1/26 \$5.00 per hour / per child)
- Late Pickup Fee: \$5.00 per child for every 15 minutes past 5:30 p.m., above regular hourly rate
- Supply Fees (see other side of this sheet)
- Snack Fees – Effective 6/1/26: \$2.00 per snack / per child

Lunch/Snacks:

- During the school year you may use our school hot lunch program for children over 2 years old. Hot lunch fee is \$3.00 per day and includes milk. You may pay in advance for hot lunch tickets. Hot lunch payments must be separate from childcare payments. Checks can be made payable to St. Mary School. Payment for lunch must be received before lunch will be provided. **If you choose to send a lunch from home, please be aware that we are a blueberry, fish and peanut/nut free. No exceptions!**
- There is one morning and one afternoon snack time for all-day childcare kids. Please send two snacks per day, per child. If your child is school-age and attends after-school care, they must have a snack for after school. **These must also be blueberry/fish/peanut/nut free.**

I/We have read the above policies for our financial responsibility to St. Mary's Childcare program. We agree to abide by the policies and pay fees as indicated above.

Parent/Guardian: _____ Date: _____

Printed: _____

Parent/Guardian: _____ Date: _____

Name Printed: _____