

PROGRAM POLICIES AND PROCEDURES

A \$125 registration fee is required of ALL students planning on attending the Quincy Catholic Academy summer program. (NO child will be allowed to attend the program without a registration form). This registration fee is **NON-REFUNDABLE** and includes a summer skills workbook, a program shirt and snacks.

The \$125 registration fee will be billed through FACTS when application is received. Please return application as soon as possible to assure a spot in the program.

PROGRAM FEES

DAILY HALF DAY RATE: \$30.00 per day (7:30 A.M. – 12:00 P.M.)

DAILY SCHOOL DAY RATE: \$50.00 per day (7:30 A.M. – 2:30 P.M.)

DAILY FULL DAY RATE: \$75.00 per day (7:30 A.M. – 5:00 P.M.)

LATE PICK-UP FEES/POLICY

The Program ends **promptly** at **5:00 P.M.** each day. Late charges are as follows:

Half day students will be charged \$10.00 per child from 12:00 P.M. to 12:05 P.M. with a \$1.00 per minute/per child after 12:05 P.M.

School day students will be charged \$10.00 per child from 2:30 P.M. to 2:35 P.M. with a \$1.00 per minute/per child after 2:35 P.M.

Full day students will be charged \$10.00 per child from 5:00 P.M. to 5:05 P.M. with a \$1.00 per minute/per child after 5:05.

If a parent is habitually late (more than 3 times), the Staff reserves the right to terminate a child's enrollment. A written warning will be issued before termination.

****ALL LATE FEES ARE PAYABLE IN CASH AT TIME OF PICKUP****

PARENT AGREEMENT OF PROGRAM POLICIES

I understand that the registration fee is non-refundable.

I understand that all payments must be made by the billing due dates.

I understand that the program ends promptly at **12:00 P.M.** for half day, **2:30 P.M.** for School Day, and **5:00 P.M.** for full day students and the **late fees will be payable in cash at pickup.**

I understand that there is a code of conduct and that my child can be dismissed from the program at the discretion of the Program Director.

I understand that there are NO REFUNDS if my child is dismissed from the program.

Child Name (Please Print): _____

Parent Name (Please Print): _____

Parent Signature: _____

Date: _____