CHILDCARE REGISTRATION

- before-school childcare
- afternoon preschool childcare
- after-school childcare

St. Paul Catholic School
811 E Oliver St.
Owosso, MI 48867
989-725-7766
www.spsowosso.org

Date: _____

Child Last Name First Name Grade DOB

Mother/Guardian Name

Address

City, State, Zip

Cell Phone Work Phone

E-mail

E-mail Address is used for billing information and communication purposes.

Father/Guardian Name

Address

City, State, Zip

Cell Phone Work Phone

E-mail

E-mail Address is used for billing information and communication purposes.

Payment Options:

You must be registered in the FACTS Family Portal.
You may choose to automatically pay your incidental charges by ACH or Credit Card when registering on the Family Portal or you may choose to get an invoice and pay by cash or check.

Childcare Billing and Delinquency of Payments Procedures:

Your invoice due date is 10 days from the send date.

- **If payment is not received 10 days after the due date a $10.00 late fee will be assessed. This is an automatic charge from FACTS- we have been lenient in the past but now this fee will be charged to your account.**

By signing below, you acknowledge that you have read and agree to the payment procedures outlined in the handbook and listed above.

Parent/Guardian Signature Date

A family registration fee of $10.00 will be applied upon initiation of childcare services.

Attendance Agreement: Please indicate below the days in which your child will be attending St. Paul Kids Connection Daycare or Afternoon Preschool Daycare. This will help us in scheduling staff.

PROGRAM DESCRIPTION	
Before School Daycare 6:30 AM to 8:30 AM • **Pre-K** (3 & 4-year-olds) $8.00/hr. • **K-5** one child: $5.50/hour - two or more children: $5.00/hr.	**M T W TH F**
Afternoon Preschool Daycare 12:00 PM to 3:30 PM **not available on Fridays** • **Pre-K** (3 & 4-year-olds) $8.00/hr.	**M T W TH**
After School Daycare 3:30 PM to 6:00 PM • **Pre-K** (3 & 4-year-olds) $8.00/hr. • **K-5** one child: $5.50/hour - two or more children: $5.00/hr.	**M T W TH F**
✓ **WE WILL NOT BE UTILIZING CHILDCARE AT THIS TIME**	

Billing will be to the nearest, later ½ hour. i.e. 45 minutes will be billed 1 hour, 1 hour 10 minutes will be 1.5 hours.

Before & After-School Childcare:

Please sign up for the days your child will need childcare. We are unable to support a drop-in program, so in order to make sure we are staffed appropriately you must reserve your space by Wednesday for the following week. An RSVP form can be found on our school website. You can sign up for as many weeks/days in advance as you want. If you RSVP for a day and your child does not attend you will be charged $5.00. If your child is out sick from school that day there will be no fee applied.

Afternoon Preschool Daycare:

Afternoon preschool slots are not filled weekly but instead are filled for the school year. Please choose the days of the week that your child will consistently be here. For staffing purposes, we ask that you be as consistent as possible but we understand that emergencies arise. And if a permanent change in your schedule needs to be made we will do our best to accommodate that.