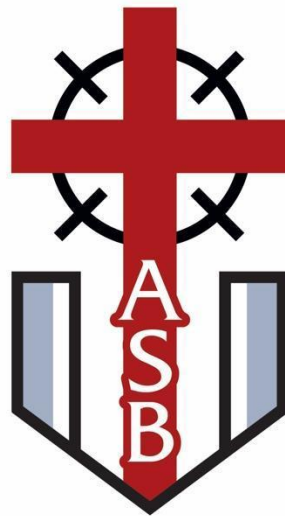


Before & After Care Program



ACADEMY OF SAINT BARTHOLOMEW

ASB Before & After Care Program
Handbook and Registration Forms **2026/2027**



ASB Before & After Care Program

2026-2027 Registration & Fee Agreement

1. All students are automatically enrolled in our Before & After Care program and are able to participate during the school year.
2. I understand that though there is not a registration form, completing these forms for the Before & After Care program is required for student record keeping and billing purposes.
3. I understand that I am responsible for a monthly payment of contracted fees which will be invoiced through an established FACTS Financial account that I am responsible for setting up. If I am behind a balance payment for 2 weeks, my child will no longer be permitted to participate in the program until that balance is paid. The unpaid balance will be applied to my child's tuition invoice on FACTS. The policy of the school regarding unpaid balances, late fees and/or insufficient funds is applicable at all times.
4. I understand that during vacation (days or weeks) and days when school is closed because of bad weather, there will be no program.
5. If my child is having problems adjusting to the program or difficulty maintaining age-appropriate behavior and a respectful attitude toward staff, children and property, a conference will be arranged between the principal and director. (*See Behavioral Expectations)
6. I understand that dismissal time will be no later than 6:00 p.m. and that a late fee of \$20.00 will be charged for any fifteen increments after 6:00 p.m. A grace period of 15 minutes will be allowed for severe weather unless other arrangements are agreed upon with the Administration.
7. If a medical emergency arises, the program staff will first attempt to contact me. If I cannot be reached, the staff will contact those named as emergency contacts. If deemed necessary, the staff will contact 911.
8. In consideration of the child being enrolled in Before and After Care, on behalf of my child, my spouse, and myself, I hereby assume all risks in connection with the St. Bartholomew Before and After Care and I further release, discharge, and/or otherwise indemnify the Diocese of Cleveland, the Bishop of the Roman Catholic Diocese of Cleveland, the Academy of St. Bartholomew, St. Bartholomew Church, employees and volunteers from all claims, judgments, liability by or on behalf of my child, myself and my spouse for any injury or damage due to the child's participation in Before and After Care, including all risks connected therewith whether foreseen or unforeseen. Furthermore, I acknowledge that it is my responsibility to provide adequate health insurance for my child.

Behavioral Expectations for the ASB Before & After Care Program

Academy of Saint Bartholomew students are expected to conduct themselves in a Christ-like manner at all times. Enrollment as a student of the Academy of Saint Bartholomew implies the willingness of both parents and students to comply with the policies and regulations of the school. Children are expected, by their actions and their speech, to contribute to our goal of a safe learning environment by reinforcing the values of politeness, respect for themselves and others, courtesy, and self-discipline. Students must refrain from any action that may endanger their health or that of others, that may disrupt others from learning, that may show disrespect for other students or adults, or that may damage or destroy school property or that of others.

ALL Students are responsible for:

- Accepting responsibility for his/her actions.
- Showing respect for the members of the faculty and staff, of the school and parish, and taking proper care of books, desks, and other school property.
- Developing a basic attitude of thoughtfulness, consideration, & courtesy towards all.
- Following the rules and regulations of the school and extended care program.
- Adhering to the dress code as stated in the school handbook.
- Refraining from using language of a profane or vulgar nature.
- Completing work during quiet time and using their time wisely. It is advised that all students bring a book to read just in case they finish their homework before others in their age group.

Records: Access and Confidentiality

Any information contained in your child's record shall be confidential. We will not share information contained in the records with anyone without the written consent of the parent/guardian. The parent/guardians, however, will have access to all their child's records at any time. Parents have the right to add information and to request that information be deleted and amended from the Before & After Care program. Parents can also update emergency contacts and other family demographic information on FACTS at any point during the academic year. We comply with all the rules and regulations regarding student records as established by state standards for schools and extended care programs.

I agree to adhere to the Before & After Care Program registration policies and give my child permission to participate fully in this program.

Parent/ Guardian Signature: _____

Parent/ Guardian Printed Name: _____

Date of completion: _____



ACADEMY OF SAINT BARTHOLOMEW

Anticipated Participation in the Before & After Care Program

We understand that schedules may change throughout the year, but we ask that you **place an X in the box based on your anticipated use of Before and/or After Care on a monthly basis.**

STUDENT PARTICIPATION IN BEFORE & AFTER CARE

2026-2027	Before Care	After Care	Number of Students/Family
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

STUDENT PARTICIPATION IN BEFORE & AFTER CARE

Student(s) Name	Student(s) Grade Level	Approximate pickup time

CHILD PICKUP AUTHORIZATION

Adults who have authorization to pick up the student(s) listed above. Include Parent(s).

Name of Adult	Relationship to Student(s)

The Director will have a sign-out system (digital or printed) that must be signed by the parent or designated pickup adult each day prior to the child's dismissal.

I understand that the names are the only persons designated to pick up my child at the Before & After Care Program. In the event that another is going to pick up my child I will immediately notify the school office at 440-845-6660 ext. 2 of the change and what identification is to be used.

Parent/ Guardian Signature: _____

Parent/ Guardian Printed Name: _____

Date of completion: _____

2026-2027 Before & After Care Rates and Fee Schedule

COST DETERMINATION FOR BEFORE & AFTER CARE PROGRAM

Billing is sent via FACTS at the end of each month. August and September are billed as a single payment period. Beginning in October, each month is billed separately.

At the time of billing, ASB administration calculates the total number of minutes attended, the number of days per week each student participates, and the number of students from the same family enrolled in the program.

The total cost is then determined using the most cost-effective payment option available for each family. Because participation levels may change, the payment method applied may vary from month to month.

Before Care: 6:30 - 7:55am (Main Office: Door C)

K-8 dismiss to classroom at 7:30am

Preschool students are taken to classroom at 7:55am

Per Day Cost: \$10 (Max. cost for 1 student per week = \$30)

After Care: 2:30 - 6:00PM (Cafeteria: Door D)

DROP IN RATE: \$10 per hour, per student

We will charge to the closest ½ hour based on time of pick up/sign out sheet.

A ½ hour minimum (\$5) will be charged per student if a parent arrives prior to 3:00pm.

MONTHLY RATE: Students who regularly attend each week

1 day a week: **\$90** (approx. \$120 at hourly rate)

2 days a week: **\$164** (approx. \$240 at hourly rate)

3 days: **\$222** (approx. \$360 at hourly rate)

4 days: **\$264** (approx. \$480 at hourly rate)

5 days: **\$300** (approx. \$600 at hourly rate)

Additional siblings are prorated at both the hourly & monthly rate for both

Before & After Care Programs:

2nd child = 1/2 initial cost, 3rd child = 1/3 initial cost, 4th child = 1/4 initial cost.