



St. Elizabeth Ann Seton Catholic School Cardinal's Club Enrollment Agreement 2026-2027

Cardinal's Club is our program for students at St. Elizabeth Ann Seton Catholic School who need after school care. All students must be picked up by the designated program closing time. **PK3 and PK4 students must be picked up no later than 5:00 PM**, and **Kindergarten through 8th-grade students must be picked up no later than 6:00 PM** each school day.

Cardinal's Club operates only on days when school is in session. Services will not be available during holiday breaks, teacher in-service days, inclement weather closures, or summer vacation periods.

The school provides supervised care to all families before school at no charge on school days beginning at 7:20 AM.

Rates

Cardinal's Club tuition is paid monthly through FACTS.

After School Care	☐	\$300/month/1 student
Full Time (5 days)	☐	\$500/month/2 students
	☐	\$650/month/3+students
Part Time (2 Days)	☐	\$160/month/student
Part Time (3 Days)	☐	\$200/month/student
Drop-in rate		\$30 per day per student

Late Pick Up Fee (15-minute increments) \$25 per student per quarter hour

At the Directors' discretion, a student may be removed from the program after one egregiously late pickup. The third tardiness to pick up a student will result in immediate removal from the program.

All billing for Cardinal's Club will be done using family FACTS accounts and should be paid by the due date to avoid a \$15 late fee assessed by FACTS. This late fee is reassessed every 30 days if the balance due remains.

Changes/Cancellations/Withdrawals

The school should be notified in writing or by email if a family chooses to make a change to their after care agreement or if they withdraw their student(s) from Cardinal's Club. Withdrawing from Cardinal's Club does not guarantee reenrollment. Withdrawal from Cardinal's Club during any portion of a month will not warrant a tuition refund for that month.

Tuition paid in advance for the months following the month of withdrawal will be refunded. Enrolling during the month will require full payment for that month. Refunds or discounted rates are not provided for extended absences or shortened months of school.

Snacks

Snacks are not provided for the after school program. Parents should send a snack to school with their child daily if the child will be participating in Cardinal's Club. Snacks cannot be kept at the school in cubbies, lockers, etc. Students are not allowed to share snacks with other students. Please refrain from sending candy as a snack.

Behavior Expectations

Since Cardinal's Club is an extension of St. Elizabeth Ann Seton Catholic School, students are expected to abide by the same behavior rules as during the regular school day with regard to respect for Cardinal's Club staff and other students, use of materials and equipment, and indoor/outdoor rules and procedures.

Students may be provided time to work on homework; however, Cardinal's Club is not a tutoring program. No toys or electronics should be brought from home for use in Cardinal's Club. The school maintains sufficient materials and equipment for student use during Cardinal's Club.

Middle school students are required to turn in cell phones to the Aftercare Director each day upon student pickup from classrooms. Phones are returned to the students upon parent pickup.

Students are picked up from classrooms or designated areas at the end of each school day by aftercare staff members. Once a student is picked up and signed in to aftercare, the student will not be allowed to leave the aftercare group to return to the classroom or for any other reason, unless accompanied by an authorized aftercare staff member. Students are required to walk with the aftercare teacher as they transition to and from the playground or gym.

All students should follow the instructions and directions of the Cardinal's Club staff at all times. Parents of students will be notified of behavior infractions, and repeated infractions will result in removal from the Cardinal's Club program.

Clubs and Sports

We encourage students to participate in the extracurricular activities offered at St. Elizabeth's. If your child is participating in a club or sport that occurs after school on school premises, please notify us in writing when your child needs to be escorted to the appropriate area. Parents may send a one-time notice, such as, "Please escort Abe to basketball practice at 5:20 every Tuesday during basketball season," or they may choose to send individual messages each week, in case of changes to schedules.

At no time will a student be allowed to go to a practice or club without being escorted by an aftercare teacher. Aftercare teachers will not leave a student in an activity area without the responsible adult (e.g., coach or teacher) present. Once a student is signed out of aftercare, they are not allowed to return to aftercare that day, unless they are officially signed back in by the aftercare staff. Parents will be required to check them back out using the Remind app.

Student Pick-Up

Parents/guardians are responsible for ensuring that students are picked up by the designated program closing time. **PK3 and PK4 students must be picked up no later than 5:00 PM, and Kindergarten through 8th-grade students must be picked up no later than 6:00 PM.** Please arrive prior to the designated pick-up time to avoid late fees. Parents must use the Remind App to notify staff when they are on their way or have arrived for pick-up. **Students will not be dismissed without a notification through the Remind App.** If someone other than the regularly authorized pickup person will be picking up a student, it is the parent's responsibility to either add that individual to the Remind App so they can send the required notification or send a notification through the Remind App indicating who will be picking up the student. The notification must include the authorized individual's name

and the dates for which the pickup authorization is effective. For the safety and security of all students, children will not be released without proper notification through the Remind App.

Once the notification is received, our staff will have your child gather their things and come to the waiting area. A staff member will escort your child to the exit at the double doors of Seton Hall on Littler Ave. Please be patient as our staff escorts students to and from the playground.

For the safety and security of all of our students, at no time is a parent or other adult allowed to enter the aftercare area of the building unless employed by the Cardinal's Club aftercare program. Please do not pick students up from the doors inside the building and do not approach students on the playground.

Parent Agreement and Signature

I agree to accept and comply with all rules and policies listed above for participation in Cardinal's Club at St. Elizabeth Ann Seton Catholic School. I agree to pay all fees within the time frame allotted and keep my FACTS account in good standing. I understand that the program operates on all in-school days, but is not open during school holiday breaks, teacher in service days, or on inclement weather days when St. Elizabeth's is closed.

I also agree that the School reserves the right to remove any student from the Cardinal's Club program for failure to meet behavior expectations, failure to abide by the pick-up schedule, or if my family FACTS account becomes delinquent.

Signature of Parent

Signature of Financially Responsible Party
(if different)

Student's Name

Grade

Student's Name

Grade

Student's Name

Grade

Student's Name

Grade

My child is on a service plan: **Yes** **No**

My child has a medical condition or severe allergy: **Yes** **No**

(If yes, you will be contacted for details.)

****Return completed form to chinton@seasok.org and accounting@stjohn-Catholic.org**

****Please note that any changes, additions, or deletions must be in writing via email to Cristina Hinton at chinton@seasok.org and accounting@stjohn-Catholic.org**