



# St. Elizabeth Ann Seton Catholic School Cardinal's Club Enrollment Agreement

Cardinal's Club is the program for students at St. Elizabeth Ann Seton Catholic School who need after school care. The program runs on all school days beginning in August through May from 3:15 PM – 6:00 PM.

Cardinal's Club will be **closed** when school is not in session including holiday breaks, teacher in-service days, inclement weather days and summer break.

The school provides supervised care to all families before school starting at 7:20 AM, at no additional charge.

## Rates

Cardinal's Club tuition is paid monthly through FACTS using the same schedule and payment date options as regular tuition. *Families who pay school tuition in full also have the option to pay Cardinal's Club tuition in full and receive the 3% discount when paid by the end of July. Payments cannot be made before July 1<sup>st</sup> each year.*

After School Care (3:15 – 6:00 PM)	\$250.00/month for 1 student
Full Time (5 days/week)	\$450.00/month for 2 students
	\$600.00/month for 3 or more students
Drop-In Rate	\$20.00/student/day

If a family is looking to enroll less than full-time or reduce their full-time enrollment, please send an email to Mrs. Hinton ([chinton@seasok.org](mailto:chinton@seasok.org)) explaining the hardship and request for an exception to the full-time enrollment.

## School Approval Required – Part-Time Options:

Part Time (2 days/week)	\$100.00/month for 1 student
Part Time (3 days/week)	\$150.00/month for 1 student

Late Pick Up Fee (1 – 30 minute increments beginning at 6:01 PM)	\$15.00/student/half hour
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Chronic tardiness to pick up a student will result in removal from the program.

All billing for Cardinal's Club will be done using FACTS and should be paid by the due date to avoid a \$15.00 late fee assessed by FACTS. This late fee is reassessed every 30 days if the balance due remains.

**Cancellation/Withdrawal**

The school should be notified in writing or by email if a family chooses to withdraw their student(s) from Cardinal's Club. Withdrawal from Cardinal's Club during any portion of a month will not warrant a refund for that month. Payment in advance for the months following the withdrawal will be refunded. Enrolling during the month will require full payment for that month and the remaining months of the school year. 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...

**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 will be provided time to work on homework and are expected to do so during this time. No toys or electronics should be brought from home for use in Cardinal's Club, including cell phones. The school maintains sufficient materials and equipment for student use during Cardinal's Club.

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.

**Student Pick-Up**

Parents must come into the school to pick up a student from Cardinal's Club. A routine schedule will be followed and provided to parents in order to know where the Cardinal's Club is on campus during any portion of the day. Parents must sign students out each day using the procedures set forth by the school. Students will only be released to those listed in FACTS as authorized persons to pick up.

**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 holiday breaks, teacher in-service days, inclement weather days, summer break or 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 FACTS account becomes delinquent.

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Signature of Parent

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Signature of Financially Responsible Party (if different)