



Saint Mary Before and After School Program Enrollment Form 2025-2026 School Year

FAMILY NAME: _____ **ENVELOPE NUMBER:** _____

Please refer to the Enrollment Terms & Conditions page on the reverse side of this document for more detailed information. Please return this enrollment form to the Director as soon as possible. Your registration fee will be billed to your FACTS account.

STUDENT ENROLLMENT INFORMATION (Indicate grade(s) for the 2025-2026 school year)

Student #1: _____ Grade: ____ Male ☐ Female ☐ AM ☐ PM ☐
Allergies Student #1: _____
Student #2: _____ Grade: ____ Male ☐ Female ☐ AM ☐ PM ☐
Allergies Student #2: _____
Student #3: _____ Grade: ____ Male ☐ Female ☐ AM ☐ PM ☐
Allergies Student #3: _____

PERSON(S) AUTHORIZED TO PICK UP CHILDREN

Name	Phone	Relationship to Child

PARENT/GUARDIAN CONTACT INFORMATION

Mother's Name: _____ Father's Name: _____
Address: _____
City/State/Zip: _____ Home Phone: _____
Mother's Mobile Phone: _____ Work: _____ Email: _____
Father's Mobile Phone: _____ Work: _____ Email: _____

ANTICIPATED USE (Please check the appropriate boxes)

Before School: Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ **After School:** Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐

Half Days Only: ☐ **Other/Unique days** (please specify): _____

ANTICIPATED ARRIVAL TIMES (for days of attendance)

My child(ren) will arrive at approx. ____ AM (Before School) and will be picked up at approx. ____ PM (After School)

PARENT/GUARDIAN ACKNOWLEDGEMENT

I understand that the continued success of the Before and After School Program is based upon its ability to collect fees in a timely manner and I agree to meet all obligations as outlined herein. By signing below, I acknowledge the terms and conditions as outlined on the reverse side of this form.

Parent/Guardian Signature: _____ Date: _____

START DATE: (for office use only) _____

Saint Mary Before and After School Program Terms & Conditions 2025-2026 School Year

Available before and after regular school hours, this program provides professional care, supervision, recreation, and enrichment activities for your child. **This program serves the working parent** who desires both Catholic school education and supplementary day care in a Christian environment. The program is open only to students currently enrolled at Saint Mary School.

Our program allows children to experience a rich diversity of activities planned to complement the philosophy and value system of our school and its families. Arts and craft projects, indoor and outdoor recreation, snack time, and rest periods are integrated. Additionally, time is set aside for homework with some adult assistance and resource materials available.

HOURS

The Before School Program is available to students in Preschool-8 from 6:45 a.m. - 7:35 a.m. K-8 students are released to their classrooms at 7:35 a.m. Preschoolers will be walked to the Activity Center to meet up with their teacher. The After School Program runs from the end of the school day until 6:00 p.m.

A weather emergency or other emergency which causes school to be canceled will also result in canceling the Before and After School Program.

When there is an early dismissal, the program will operate until 6:00 p.m. Only children that are already signed up for the program may attend. On these days, students should provide their lunch. Snacks and a drink will be provided.

The program does not operate on days when school is not in session.

On the first and last day of school, the program is available ONLY in the morning.

REGISTRATION FEES – 2025-2026

The non-refundable registration fee will be charged to your FACTS account once the registration form is received

Annual Registration Fee: \$125 per family

The registration fee is nonrefundable unless a family moves out of the area prior to the opening of school or the program is not able to accept the student.

PROGRAM RATES – 2025-2026

This rate is determined annually and is competitive with other local child care services. The hourly fees for the school year are as follows, per child:

Standard Rate:	\$13.50 /Hour
After 6 pm, Late Fee:	\$13.50 /15 Minutes

PAYMENT TERMS AND DUE DATES

Charges incurred run through the 15th of every month, are due by the first of each month, and will be added directly to your FACTS account. All payments are to be paid directly to FACTS, and if payment is not received by the due date, a late fee of \$25.00 will be assessed per month. If your account is more than 90 days past due, your children will be ineligible to attend the program until the account is current.

NSF/LATE FEES

By signing this contract, you agree to pay all NSF fees and late fees incurred. FACTS Management Tuition notifies parents/guardians when each late fee is assessed and families are afforded every opportunity to resolve the delinquency before further escalation is required. If you are having difficulty making these payments, please contact the Saint Mary Business Office at [847-541-1450](tel:847-541-1450) to discuss.

Mrs. Lina Anderson

Before and After School Program Director

Email: Landerson@stmarybg.org

Attendance: afterschoolattendance@stmarybg.org

**Saint Mary School
Before and After School Program
50 North Buffalo Grove Road
Buffalo Grove, Illinois 60089**

Business Office	847-541-1450
School Office	847-459-6270
Before and After	847-459-8114
School Fax	847-537-2810
School Website	sms.stmarybg.org