

**HOMEWORK CLUB**

4820 Walbridge St. Rockville, Maryland 20853

Tel # (301) 946-7888 ext. 103

**REGISTRATION**

 SCHOOL YEAR **--**

last name

 1day/week 2 days/week student’s name grade 3 days/week 4 days/week

 1day/week 2 days per week

student’s name grade 3 days/week 4 days/week

 1day/week 2 days per week

student’s name grade 3 days/week 4days/week

**REGISTRATION FEE IS $50.00 per family (NON-REFUNDABLE)**

**make all checks payable to St. Jude homework club**

**HOMEWORK CLUB**

Payments must be made at the beginning of each quarter

**Monday to Thursday** (3:00 p.m to 5:00 p.m)

1 day / per week per student $150/quarter

2 days / per week per student $ 270/quarter

3 days / per week per student $ 360/quarter

4 days / per week per student $ 450/quarter

homework club will not be in session on the following days:

* on Fridays
* first week of school and last two (2) days of school
* day before: thanksgiving break, Christmas break, spring break and Thursday before memorial weekend off

I wish to enroll my child/children to St. Jude Homework Club. I agree to pay charges according to the schedule set above.

parent/guardian signature: Date:

**FEES**

Please note that there is a $50.00 non-refundable registration or re-registration fee for each year. Tuition payment must be made prior to attending day care or homework club. It is the parents’ responsibility to notify the extended day care if they will be picked up late.

Extended Day Care: Any child not picked up on time will be charged $10 per student at 6:01 PM plus $1.00 every minute after 6:01 PM. This late fee is to be paid immediately. Cash or check must be given to the staff on duty. Our staff is only paid up to 6:00 PM. A record of late fees will be documented on the child’s tuition record.

Homework Club*:* Late pick up will be charged $10 after 5:00 PM. Late fee is to be paid immediately. Cash or check must be made payable to St. Jude Homework Club. Any registered homework club student who stays on days that homework club is not in session will be charged $10 an hour.

**REFUNDS**

There will be no credit given for absences due to illness, family trips, or even if the child is out of the program for an extended period of time for any reason. If the child is attending an after school activity such as drama club, choir practice, sports practice, or tutoring, parents are still responsible to pay for extended day care.

**EXTRA CURRICULAR ACTIVITIES**

If children attending choir practice, athletic program, yearbook club, etc., an activity form (available by request) must be submitted by the parents to inform the staff that the child has permission to attend the activity. The child must report to day care room to sign out and sign in right after the activity.

**WITHDRAWING POLICY**

A 15 day notice must be submitted in writing and an exit fee of two weeks is required. Please remember the number of staff members in Day Care & Homework Club is set up depending on the total amount of children enrolled according to our license permits.

(Your spot is reserved)

**EMERGENCY SCHOOL CLOSURE**

The school follows MCPS closings during inclement weather. There will be no extended day care if the school is cancelled. Morning care will not be held if there is a delayed opening. If MCPS will call an early dismissal due to inclement weather or any other reason, after care will only operate under the school principal’s discretion.

**ADDITIONAL INFORMATION**

Extended Day Care Program: There is no extra charge on half days for full time registered students of day care program. There will be no charge when school is not in session during Christmas, Easter break, and school closing due to inclement weather.

I understand the policy of St. Jude Regional Catholic School - Extended Day Care program and Homework Club.

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please return completed form and check to the Health Room\*

Cathrine Cruz, Clinic/Extended Day Care Director