



2026-2027 Seton Before/Aftercare Contract

Contract must be complete prior to attending aftercare

Student(s) Name:

Parent 1:

Name/phone# (please print clearly)

Parent 2:

Name/phone # (please print clearly)

Person(s) responsible for payment:

Name/email address (Please print clearly)

Person(s) eligible to pick up student(s):

(Please print clearly)

BEFORE/AFTERCARE PROCEDURES

- o There is no registration fee for the program.
- o Before care hours: 7:00-7:25 a.m. Aftercare hours: 2:45-5:30 p.m.
- o In the event of a 2-hour weather delay, before care hours will be 9:00-9:25 a.m.
- o The cost of before care is \$2.00 per child for any amount of minutes between 7:00-7:25am.
- o The cost of aftercare is \$3.25 per hour, per child. Charges will be in ¼ hour increments.
- o Invoices will be sent home via email and in the Friday folder.
- o Invoices should be paid on or before the due date. Please make checks payable to Seton, “aftercare/invoice #” in the memo line. Cash and Credit card (with 3.5% service fee) are also accepted. Credit Card payments can be made in the school office. Check/cash payments may be made in the aftercare room when picking up your student or in the school office.
- o **If aftercare fees are over 30 days late, use of aftercare will be suspended for that family until all fees are paid.**

- o Aftercare is offered 5 days a week with the exception of non-school days. If school is closed/early release due to weather, aftercare will not be offered. There is no aftercare on early release days.
- o Aftercare closes at 5:30 p.m. Students not picked up by 5:30 p.m. will be billed \$5 per child for every 5 minutes or any portion of those 5 minutes the child(ren) is left in aftercare.
- o We understand life can be unpredictable and you may need to have your child stay for aftercare on a drop-in basis. Please contact the school office at 920-452-1571 before 2:30 p.m. on the day your child will stay.
- o Seton does not provide snacks for aftercare. Feel free to send an individual snack for your child. No candy or soda please. Water is available.
- o All rules of Seton as stated in the Parent/Student Handbook are enforced in aftercare.
- o When dropping off or picking up, please use the FRONT DOOR of school. Ring the bell and we will unlock the door for you.
- o For safety reasons, parents or designated adult must come into the school to pick up their children. If another adult, not listed above, is picking up your child, please inform the school office by 2:30 p.m. All students must be signed out by the adult picking up the student.

Aftercare payments must be paid timely. To that end, we have found it necessary to require a credit card to remain on file. Credit cards on file will be charged if another form of payment has not been received prior to the aftercare invoice due date. Additionally, credit card payments are subject to a 3.5% service charge. In the event a credit card is declined, aftercare privileges will be suspended until a different (useable) form of payment is provided.

Name as appears on card:

Credit Card type & number: _____

Expiration date/3-digit security code: _____/_____

Staff Initials

I authorize St. Elizabeth Ann Seton to charge the credit card listed above for Aftercare services in the event I fail to make a different form of payment by its due date. _____.

(Required) Parent Initials

I request Seton to automatically charge my credit card for monthly aftercare fees

_____.

(Optional) Parent Initials

ACKNOWLEDGEMENT

I have carefully read, fully understand, and will abide by all the terms of this aftercare contract. Each signor is jointly and severally responsible for all amounts due under this agreement.

Signature of Parent 1

Date

Signature of Parent 2

Date