



5343 Virginia Beach Blvd.
Virginia Beach, VA 23462
(757) 497-1811
(757) 497-7005 (Fax)

2017-2018

Saint Gregory the Great School
Before/Beyond the Bell
After School Care
(757) 692-0901



A non-refundable **\$25 application fee**, per family, payable to Saint Gregory the Great School must be attached to this form. One form is to be completed for each family.

Primary Contact Person(parent or legal guardian)

First Name Last Name Place of Employment

Street Address City, State, Zipcode

home telephone business phone cell phone/pager email address

Secondary Contact Person

First Name Last Name

home telephone business phone cell phone/pager email address

Student lives with: Both Parents: Mother: Father: Guardian:

Please list any medication(s) your child(ren) take: Are there any physical conditions and/or allergies of which we should be aware ?

Other After School activities your child is enrolled in:

In a case of emergency, if the primary or secondary contact person cannot be reached, please call the following individuals:

Name Relationship Telephone Number

Name Relationship Telephone Number

Persons authorized to pick up child(ren): Persons NOT authorized to pick up child(ren):



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CHILD(REN)'S NAME(S)	GRADE(S)

Please check the payment plan that best suits your needs below. Once you have committed to monthly or part time attendance, this contract is effective until the close of the school year. ANY REQUEST FOR REVISION OF CONTRACT MUST BE IN WRITING TO THE PROGRAM DIRECTOR FOR APPROVAL.

(Circle the correct rate)	Before the Bell	Beyond the Bell		
	6:50 to 7:30 AM	MONTHLY	DROP IN Reg. Day/ Half Day Maximums	HOURLY 2 hrs or less
One Child	\$4	\$190	\$15/\$20	\$5/hr
Two or more children	\$5	\$240	\$ 25/\$30	\$8.50/hr

Additional comments:

Mother, Step Mother,
Guardian (Female) Name

Father, Step Father,
Guardian (Male) Name

PRINT NAME

SIGNATURE

DATE

All charges will be billed through your FACTS Management account. Drop-in charges will be posted to next available draft date.
Past due accounts may result in holding of report cards, progress reports and blocking access to *School Speak/RenWeb*.
Pick-Up after 6:00 PM is billed at \$1.00 per minute, payable to staff on hand.

POLICIES AND PROCEDURES

SCHEDULE:

	<u>PreK and Kindergarten</u>	<u>1st-8th Grade</u>
2:45 PM	Sign-in and Snack	
3:00 PM	Bathroom/Handwashing	Sign-in and Snack
3:15 PM	Recess	Homework
4:00 PM	Enrichment	Recess
5:00 PM	Free Play	Free Play or Enrichment

NOTE: If your child enrolls in any after school activity, please send a signed note explaining the activity and the days your child will attend. (Example: Soccer, Art Club, SCA, Tutoring, etc.)

BELONGINGS

Play clothes are optional. Please LABEL all personal items with your child's name.

RECESS

We will go outside to play during recess. Students should have a jacket, hat, and/or scarf during cold months.

SNACKS AND MEALS

Snacks will be provided each day. On half days, parents are responsible for providing a bag lunch.

DISMISSAL AND PICK UP:

An authorized adult must pick up the student. Under no circumstances will a child be released to anyone who has not been authorized in writing by the parent or guardian. Please be advised that when you pick up your child, you must show identification and sign your child out of the book. No child will be released to anyone without proper identification and signature of an authorized person. Pick-Up after 6:00 PM is billed at \$1.00 per minute, payable to staff on hand. Thank you for your cooperation.

EMERGENCY:

In case of an emergency, you may reach the **Beyond the Bell** staff at **(757) 692-0901**. **ENTER THIS NUMBER INTO YOUR CONTACT LIST FOR FUTURE USE.**

DISCIPLINE:

Beyond the Bell discipline policies and procedures are contained in the Saint Gregory the Great School Student Handbook.