

# 2022-2023 AFTER SCHOOL CARE (ASC) ENROLLMENT FORM

Complete this form at the bottom to enroll your child(ren) in the ASC program for the 2022-2023 school year.

## PROGRAM EXPLANATION

After School Care ("ASC") provides care for KCS students (Preschool 3 to Grade 8) from 3:00 – 5:30 pm. Monthly rates also include "Fun Friday" activities. For After School Care pick-up, a grace period will be given from 5:30 – 5:35 pm. After 5:35 pm, a charge of \$5 per 5-minute interval, or portion thereof, will be assessed.

## ENROLLMENT AND REENROLLMENT

- When you enroll or reenroll in Monthly ASC, you will be placed on the billing system for the school year or remainder thereof, unless an "ASC Cancellation Form" is submitted. (Contact the office for an "ASC Cancellation Form.")
- To avoid a late fee, the ASC Enrollment Form and payment must be received by the KCS Office by 4 pm on the 20<sup>th</sup> of the month prior to enrolling or reenrolling in Monthly ASC.
- If enrollment or reenrollment occurs after the 20<sup>th</sup> but before the last business day of the month before starting ASC, a \$20 late fee (per child) will be added to the monthly rate for the first month.

## MONTHLY PAYMENT SCHEDULE

Once enrolled, the KCS Finance department will bill you according to the following schedule.

August	\$185 due July 20, 2022	January	\$185 due December 20, 2022
September	\$185 due August 20, 2022	February	\$185 due January 20, 2023
October	\$185 due September 20, 2022	March	\$185 due February 20, 2023
November	\$185 due October 20, 2022	April	\$185 due March 20, 2023
December	\$185 due November 20, 2022	May	\$185 due April 20, 2023

- If payment is not received by 4 pm on the due date listed above, a late fee of \$20 (per child) is assessed. The monthly rate and \$20 late fee must be paid in full by the last business day of the month in order for the student to continue in Monthly ASC.
- If the monthly rate and \$20 late fee are not paid in full by the last business day of the month, the student will be removed from Monthly ASC. If the student has a need for ASC for the following month, it will be available on an Occasional Care (\$23/afternoon/child) basis only. If Monthly ASC is desired in the future, reenrollment with payment is required.
- Payments should be mailed or hand-delivered to the KCS Office by an adult. Please do not send payments via your child's folder or backpack.

## CANCELLATIONS

- An "ASC Cancellation Form" should be submitted (by email, mail, or hand-delivered) to the KCS Office by the 20<sup>th</sup> of the month prior. Once submitted, the student is canceled from Monthly ASC.

## OCCASIONAL CARE PROCEDURES

Once a student begins a month on Occasional Care ("OC"), he/she cannot be switched to Monthly ASC for that month.

- Students not signed up for Monthly ASC may stay for Occasional Care. The Occasional Care rate is \$23/child/afternoon.
- Please notify your child's teacher if he/she will be staying for Occasional Care on a particular day.
- You will be billed for the number of days your child(ren) attended OC for a particular month.
- Late fees will apply if your payment is not received by the KCS Office by 4 pm on the due date indicated on the invoice. Payments should be mailed or hand-delivered to the KCS Office by an adult. Please do not send payments via your child's folder or backpack.

## After School Care Enrollment

Please enroll the following student(s) in the After School Care program for the 2022-2023 school year:

Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student: \_\_\_\_\_ Grade: \_\_\_\_\_

ASC to start the month of \_\_\_\_\_

Method of payment: ☐ invoice me **OR** ☐ add to my FACTS payment plan (for semester or monthly tuition plan families only)

I (we) have read the above terms of After School Care Enrollment and understand I (we) are financially responsible for After School Care fees:

Parent signature(s)

Date

## Monthly ASC Payment Worksheet

Please submit the following amount below with this form. Signature required on the reverse side.

Student 1: Monthly ASC beginning _____	\$ _____
Student 2: Monthly ASC beginning _____	\$ _____
Student 3: Monthly ASC beginning _____	_____
Late fee(s): \$20 per child _____	\$ _____
Student 1: Monthly ASC billing catch up for the month of _____	\$ _____
Student 2: Monthly ASC billing catch up for the month of _____	\$ _____
Student 3: Monthly ASC billing catch up for the month of _____	_____
<b>Total Amount Due</b>	<b>\$ _____</b>

### For Office Use Only

Received: \_\_\_\_\_

Initials: \_\_\_\_\_

Method: \_\_\_\_\_

Amount Rec'd: \_\_\_\_\_

#### Route to

☐ Finance \_\_\_\_\_

#### Action Items

☐ Database   ☐ Homeroom Teacher (email)   ☐ Study Hall Staff (email)   ☐ ASC Attendance Sheet