

LAST NAME: _____

DATE REC'D: _____ CONFIRMED: _____

SAINT JOSEPH SCHOOL

Aftercare Program

2026-2027 Enrollment Contract

Please check each item.

I agree to the monthly set schedule on this form for the full 2026-2027 school year. Any request for a change of schedule will only be made monthly and are due prior to the first of the month. If additional days are requested for the school year, it is subject to availability and approval by the Director. After approval of new days and times a new enrollment form will be submitted and the classroom teacher will be notified of dismissal plan changes.

I understand that the schedule is staffed by teachers based on the enrollment for each day; therefore it is not permitted to drop-in or swap days.

I understand that Aftercare closes at 4:00pm on 4/9/27 and that there is NO Aftercare on 2/2/27 and 4/30/27.

All fees will be sent to your FACTS incidental expenses account on the 15th of each month and are due by the 25th of each month based on the number of days per week contracted.

Monthly Fees are based on 36-weeks of school and divided into 10-equal payments. Monthly fees are not adjusted for illness, COVID-19-related remote learning, holidays, after school clubs, snow days, family vacations or other closing beyond the school's control.

Families with more than one child in the Aftercare program receive an 5% discount on the monthly rate of each additional child.

After you return your Aftercare contract, we will charge your FACTS account a nonrefundable \$100.00 fee per child to reserve your spot.

If a student has been dismissed from school and does not return by regular dismissal time (2:30/2:40 pm), they are not eligible to attend Aftercare that day.

Parent Signature _____

Printed Name _____

Date _____

Total Monthly Aftercare Fee _____

2026-2027 ENROLLMENT SCHEDULE

DATE REC'D: _____

PARENT NAME
TELEPHONE #
EMAIL ADDRESS

**** Please notify the *classroom teacher* of any dismissal plan changes.****

PLEASE CHECK THE DAY(S) FOR ENROLLMENT

FIRST CHILD

STUDENT'S NAME	GRADE	2:30 - 4PM	2:30 - 5:30PM
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
TOTAL DAYS PER WEEK			
MONTHLY FEE – 1 ST CHILD			

SECOND CHILD

STUDENT'S NAME	GRADE	2:30 - 4PM	2:30 - 5:30PM
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
TOTAL DAYS PER WEEK			
MONTHLY FEE – 2 ND CHILD			

THIRD CHILD

STUDENT'S NAME	GRADE	2:30 - 4PM	2:30 - 5:30PM
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
TOTAL DAYS PER WEEK			
MONTHLY FEE – 3 RD CHILD			

TOTAL MONTHLY FEE	
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AFTERCARE PROGRAM MONTHLY FEE SCHEDULE

4:00PM	1-DAY	2-DAYS	3-DAYS	4-DAYS	5-DAYS
one child	\$79	\$132	\$198	\$265	\$331
each additional child	\$75	\$125	\$188	\$252	\$314
5:30PM	1-DAY	2-DAYS	3-DAYS	4-DAYS	5-DAYS
one child	\$135	\$225	\$336	\$449	\$562
each additional child	\$128	\$214	\$319	\$427	\$534

Aftercare Program

Late Pickup and Failure to Arrive Policy

Participant's Name: _____

Designated Pick-Up Time: Students are signed up for Aftercare until 4:00pm or 5:30pm. All students must be signed out by an authorized adult by this time. Students must be pre-registered to attend Aftercare. **If you are running late to pick up your child, it is your responsibility to call/text the Aftercare line at 617-678-2098.**

- **Immediate Actions (1-5 minutes Late):**

- Staff will wait with student(s) and get them ready to go home.
- Staff may wait with the student at the gate near the parking lot to expedite pickup.
- Parents/guardians should call/text the Aftercare line even if they are only a few minutes late.

- **Extended Delay (5-30 minutes late):**

- If the child has not been picked up, a late fee of \$15 per 15 minutes or part thereof will be charged.
- Staff will wait with student(s) on the playground or inside.
- Staff will contact parents/guardians at all numbers provided if parents/guardians fail to notify Aftercare staff ahead of time.
- If parents are unreachable, staff call the emergency contacts provided on the student's application form.

- **Failed Contact Procedure (30+ minutes Late):**

- If parents/guardians cannot be reached within 1 hour, staff will contact the local police department or child protective services to ensure the child's safety.

- **Repeated Incidents:**

- Three or more late pick-ups may result in suspension or dismissal from the Aftercare program.

I understand that I must contact the Aftercare staff if I am running late for a pick up and that I will be billed a late fee.

Signature of Parent/Guardian: _____

SAINT JOSEPH SCHOOL

Aftercare Program

2026-2027 Pickup Authority

I _____ give the following people the authority to pick my child/ren _____ from Aftercare.

NAME	RELATIONSHIP TO CHILD
1	
2	
3	
4	
5	

Signature of Parent/Guardian: _____

Any person not listed on this form will NOT be allowed to pick your child up from Aftercare unless a new form is filled out or an email is sent to the Aftercare Director from the parent/guardian with specific instructions.

Aftercare Program

Discipline Policy

Participant's Name: _____

Prohibited Actions: No corporal punishment (spanking), cruel punishment, verbal abuse, shaming, or withholding basic needs (food/water/shelter) is permitted.

Behavior Expectations: Students must show respect, follow staff instructions, keep their hands/feet to themselves, and use appropriate language.

Progressive Discipline Steps:

- a. Verbal Warning: Staff discusses behavior with the student.
- b. Time-Out/Loss of Activity: Student is removed from an activity to de-escalate.
- c. Meeting with Director: Student discusses behavior with leadership.
- d. Parent Notification: Parents are notified of the incident, often with a written report.
- e. Suspension/Dismissal: Serious or persistent behavior results in temporary or permanent removal from Aftercare.

Zero Tolerance Policies: Immediate dismissal may occur for behaviors such as fighting, stealing, bullying, possession of weapons, or severe vandalism.

Documentation: All serious behavioral incidents and the actions taken are documented in writing.

By participating in St. Joe's Aftercare Program, students and families acknowledge and agree to support these expectations as part of maintaining a safe, positive, and respectful environment for all participants.

Signature of Parent/Guardian: _____

SAINT JOSEPH SCHOOL

Aftercare Program

2026-27 EMERGENCY DISMISSAL INFORMATION

One per family

In an emergency situation, it may become necessary for us to dismiss students prior to the end of the school day. Please fill in the following information that will assist us in contacting you should it be necessary. We will attempt to contact you via phone and e-mail.

Student Last Name	Student First Name	Birthdate	Homeroom
Street Address		Town	Zip
Home Phone	Email		
Mother's Name	Mother's Cell Phone	Mother's Work Phone	
Father's Name	Father's Cell Phone	Father's Work Phone	
Student's Normal Mode of Transportation	<input type="checkbox"/> CAR	<input type="checkbox"/> BUS	<input type="checkbox"/> DAYCARE <input type="checkbox"/> WALK

In the event that we are not able to reach you or you are not able to pick up your child, please provide the names of two people who we can release your child to and who will assume temporary care.

Name	Relationship
Home Phone	Work Phone
Address	
Name	Relationship
Home Phone	Work Phone
Address	

I give permission to release my child into the custody of the persons named above. _____
sign/date

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his/her instructions. If it is impossible to contact this physician, the school may make whatever arrangements seem necessary. _____
sign/date

Remarks	
Allergies	
Other Conditions	
Local Physician's Name	Address
Office Phone	Other Phone

SAINT JOSEPH SCHOOL

Aftercare Program

2026–2027 HEALTH HISTORY

One per child

Student Last Name		Student First Name		Birthdate	Age
Entering Grade	Teacher			Male/Female	

PRENATAL / INFANCY

Was child born full term? Y / N	If premature, how many weeks early?	Birth weight
Were there any problems during labor, birth or early infancy? Y / N If yes, please explain		

MEDICAL HISTORY Does your child have allergies? Y / N If yes, please explain

ALLERGIC to:

PLANT	ANIMAL	FOOD	BEE/INSECT	MEDICATION	ENVIRONMENT	OTHER
Type of Reaction:		LOCAL		ANAPHYLACTIC		
Required Response:	EPI-PEN	EPI-PEN JR.	BENADRYL		OTHER	

ILLNESS OR DEVELOPMENT PROBLEMS NONE please check any of the following that the child has:

1. Asthma	7. Convulsions/Seizures	13. Ear Infections	19. Skin
2. Bleeding	8. Cystic Fibrosis	14. Heart Problems	20. Speech
3. Bone / Muscle	9. Cerebral Palsy	15. Hearing	21. Stomach
4. Bowel	10. Dental	16. Meningitis	22. Urinary / Bladder
5. Cancer / Leukemia	11. Diabetes	17. Sickle Cell Anemia	23. Special Diet
6. Attention / Learning	12. Emotional / Behavioral	18. Vision	24. Special Equipment

For those illnesses or developmental problems checked above and any other surgery, hospitalization, injury/accident, family history, or other significant past or present medical problem, please provide additional information. Use the reverse side if needed.

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Does your child take **MEDICATION** on a regular basis? Y / N If yes, please list:

Medication	Dose	Time of Day Taken
Medication	Dose	Time of Day Taken

May your child fully participate in recess/physical education? Y / N If no, please explain restrictions

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Do you have any other health information regarding your child that the school nurse should know? Y / N (ex: recent changes in child's life)

Please explain if yes, and use the reverse side if necessary.

Signature _____ Relationship _____ Date _____