



Saint Leo the Great School 2024-2025 PM Care Program

Saint Leo the Great PM Care is open to students in *Pre-K through 5th Grade*.

Our PM Care Program supports families who are unable to pick up their child(ren) during dismissal time. This program allows parents/guardians to have a set schedule for when their child(ren) attend afterschool hours. We are committed to providing our students with a safe and structured learning environment under the direction of a loving and dedicated staff.

Our program runs Monday through Friday from **2:40PM to 5:40PM** and on half days from **12:30PM to 5:40PM**.

- A \$25 late pick up fee *per child* will be assessed for any child picked up after 5:40PM.
- We do not provide a grace period regarding the hourly rate. If your arrival time moves into the next hour, you will be billed for an additional hour.
- Our program allows parents/guardians to have additional support by providing a drop-in day (rate is \$20 per hour per child). This can be used if a parent/guardian does not need the program often. For example, if there is an emergency and no one can pick up your child(ren) at dismissal. Please email at pmcare@stleoedu.com first to make sure there is enough room/staff for that day.
- No child(ren) will be permitted into the program until the Registration form and Registration fees are invoiced and paid via FACTS.
- Invoices are sent using FACTS every two weeks. Payments are due within 10 days upon receipt of the invoice. Attendance is taken each day to ensure you are billed only for the days your child attends. A \$25 late fee will be assessed for payments not received by the invoice due date.
- **To utilize PM Care for the first week of school, we ask that your registration form be sent to the school office and all fees be paid through FACTS no later than Friday, August 2, 2024.**
- **Please keep in mind, registration will be accepted on a first come, first served basis. Space is limited and we encourage early registration. Once spots are full, your form may be placed on a waitlist.**

We look forward to seeing you and your children in September!

For any questions or concerns please contact PM Care at: pmcare@stleoedu.com

For more information regarding our fee schedule and registration forms, please visit www.saintleothegreatschool.com.



SAINT LEO THE GREAT SCHOOL 2024-2025 PM CARE REGISTRATION FORM

(Please Print Clearly)

Family Name: _____

Mother's Name _____

Father's Name _____

E-Mail: _____

E-Mail: _____

Child's Name: _____

Grade: _____

Child's Name: _____

Grade: _____

Child's Name: _____

Grade: _____

Child's Name: _____

Grade: _____

Child(ren)'s Primary Address:

Contact Information:

Mother's Home/Cell/Work Phones (in the order you would like to be contacted):

Home: _____ Cell: _____ Work: _____

Father's Home/Cell/Work Phones:

Home: _____ Cell: _____ Work: _____

Emergency Names and Numbers:

Please list the adults who may be contacted in the event you cannot be reached, and who have permission to pick up your child(ren) from the PM Care Program.

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Allergies or other concerns:

Please circle specific days you anticipate your child(ren) will stay: Mon. Tues. Wed. Thur. Fri.

Parent Signature: _____ Date: _____

Family Registration Fees: The \$25 Registration Fee will be invoiced through your school FACTS account. (Please note if you have a Pre-K child attending the Extended Care Program you will only pay the \$25 registration fee once.)

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Hours: 2:40PM to 5:40PM on Full Days
12:30PM to 5:40PM on Half Days



Total charge per day listed below:

PM Care 24-25 Rate

Child(ren)	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours
1	\$18	\$22	\$25	\$28	\$31
2	\$25	\$29	\$32	\$35	\$38
3	\$32	\$39	\$51	\$56	\$59
4	\$32	\$39	\$51	\$60	\$63
PM Care Drop In: \$20/hour/child					

Additional Information:

- A *Non-refundable* registration fee of \$25.00 per family is invoiced via FACTS after the form is received.
- Payment is due within 10 days upon receipt of the invoice.
- A \$50.00 per family Late Fee will be assessed for payments not received by the specified due date.
- A \$25.00 per child late pick up fee will be assessed for any child picked up after 5:40PM.
- **Attendance is taken each day. You are invoiced monthly for only the days your child(ren) attend.**
- **Drop-in for the day is \$20 per hour per child (registration form needs to be submitted before child(ren) can attend.**

Activities:

2:40PM to 3:00PM **Snack** (Peanut Free and to be provided by student)

3:00PM to 4:00PM **Homework / Reading**

4:00PM to 5:40PM **Outdoor Play / Games /
Arts & Crafts / Computers**



For more information regarding PM Care Guidelines please visit www.saintleothegreatschool.com or contact PM Care at: pmcare@stleoedu.com

Revised December 10, 2023