



## **Saint Leo the Great School 2023-2024 PM Care Program**

Saint Leo the Great PM Care is open to students in *Preschool through 5<sup>th</sup> 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 me first to make sure I have enough room or staff for that day.
- No child(ren) will be permitted into the program until the Registration form and Registration fees are submitted.
- 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 4, 2023.**
- **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 our PM Care Supervisor Sarah Verbos at: [pmcare@stleoedu.com](mailto:pmcare@stleoedu.com)

For more information regarding our fee schedule and registration forms, please visit  
[www.saintleothegreatschool.com](http://www.saintleothegreatschool.com).



SAINT LEO THE GREAT SCHOOL  
**2023-2024 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 preschool child attending the Extended Care Program you will only pay the \$25 registration fee once.)

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**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.**

# 2023-2024 PM Care Program

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Our PM Care Program is committed to providing our students a safe and structured learning environment under the direction of a loving and dedicated staff.*

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



**Total charge per day listed below:**

	One Child	Two Children	Three Children	Four Children
1 Hour	\$17	\$24	\$32	\$32
2 Hours	\$21	\$28	\$39	\$39
3 Hours	\$25	\$32	\$51	\$51
4 Hours	\$28	\$35	\$56	\$60
5 Hours	\$31	\$38	\$59	\$63

**Additional Information:**

- \$25.00 per family *Non-refundable* registration fee is due with registration form.
- 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 within 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.saintleotheschool.com](http://www.saintleotheschool.com) or contact our PM Care Supervisor Sarah Verbos at: [pmcare@stleoedu.com](mailto:pmcare@stleoedu.com)

Revised May 11, 2023