

**HERBIE'S HAVEN
HOLY NAME OF JESUS SCHOOL AGE CARE (SAC)**

2019 / 2020 SCHOOL YEAR REGISTRATION

Early Registration Deadline is March 8, 2019

The documents serving as the contract between the family and SAC are the completed Registration Form, and the completed Registration Fee Payment form signed by the parent(s), and the registration check.

Family Name _____ Parents' First Names _____

Mother's Last Name (if different) _____

Home Address, City, Zip code _____

Home Phone Number (Area code) () _____

2nd Address (if applicable) _____

2nd Address Phone Number () _____

Email Address _____

	Phone Number	May we call you?		BEST TIME TO CALL
		NO	YES	
Mother	Work ()	_____	_____	_____
	Cell/Pager ()	_____	_____	_____
Father	Work ()	_____	_____	_____
	Cell/Pager ()	_____	_____	_____

1. This registration is for the before and/or after school programs.

2. Indicate desired days in the appropriate columns.

CHILD NAME	GRADE	M	T	W	T	F
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Please circle
AM/PM or drop-in:**

AM PM

Drop-In

You will be notified whether your child(ren) has been accepted for enrollment in Herbie's Haven.

Please list all family and friends that have authorization to pick your child up from Herbie's Haven in the space below.

**HERBIE'S HAVEN
HOLY NAME OF JESUS SCHOOL AGE CARE
(SAC)
155 County Road 24
Wayzata, MN 55391**

2019 - 2020 SCHOOL YEAR REGISTRATION FEE

FEDERAL TAX ID NUMBER: 41-0845399

EARLY REGISTRATION DEADLINE IS MARCH 8, 2019

Family Name _____ Phone # _____

Child _____

Child _____

Child _____

- The early registration fee is **\$ 30.00 per child or \$ 50.00 per family. After March 8, 2019 the registration fee is \$ 50.00 per child and \$75 per family** (Exceptions will be made for newly registered school families).
- The registration fee is nonrefundable. (Exceptions will be made for families of wait listed kindergarten students who are not accepted for the 2019-20 year).
- The registration fees are used to buy Herbie's Haven's school supplies throughout the year.
- A Herbie's Haven handbook is available on Google Apps and can be emailed to you upon request.

Acceptance Agreement

By signing below I agree to all of the policies included in the Herbie's Haven handbook. I further agree that my child will not be able to continue in the program if the commitments are not met. All fees incurred from late payment, late pick-up, change of contract, and additional requested days are entirely my responsibility.

Parent Signature _____ Date _____

REGISTRATION FEE: _____ Check # _____

Payment Received _____
Date _____ Dustin Fischer, SAC Coordinator

HERBIE'S HAVEN
HOLY NAME OF JESUS 2019 / 2020 SCHOOL YEAR
SCHOOL AGE CARE (SAC) PROGRAM

SAC Coordinator: Dustin Fischer

SAC PHONE: (763) 745-3487

SCHOOL OFFICE: (763) 473-3675

SCHOOL FAX: (763) 745-3499

All families must be pre-registered to use the SAC program.

SAC FEES

7:00–8:00 am (Contracted)	\$5.00 per child per day	Cereal & fruit available
7:00-8:00 am (Non-Contracted)	\$8.00 for drop-in rate	
3:00-5:45 pm (Contracted)	\$12.00 per child per day	Snack will be provided
3:00-5:45 pm (Non-Contracted)	\$15.00 for drop-in rate	

ADDITIONAL SESSIONS

Parents may not switch days on any given week but if space permits, parents may schedule additional days beyond their contracted sessions.

No drop-offs unless prearranged with SAC staff.

CONTRACT CHANGES/CANCELLATION FEE

A processing fee of \$30.00 will be charged to change or cancel your contract.

LATE FEE

\$ 15.00 for every fifteen (15) minute increment you arrive past 5:45.

For example, a 5:46 pick-up will be charged \$15 and a 6:01 pick-up will be charged \$30.

FEES ARE PAID MONTHLY IN ADVANCE

(The last week of each month, you are mailed a payment form for the upcoming month.)

There is a \$15 late fee for late payments.

NO REFUNDS

There are no refunds for contracted sessions not used.

Release Days

The coverage of release days is dependent on student numbers.

A list of release days will be sent out when dates are finalized.

All SAC Sessions will be held in the cafeteria.

7:00 – 8:00 A.M. Sessions

3:00 – 5:45 P.M. Sessions

Children will have scheduled supervised access to the whole school and its facilities.
(Gym, Playground, Soccer/Baseball field, Library, Computer lab)

Families are not asked to complete medical / emergency forms for SAC.

Rather, copies of the medical / emergency forms completed for school are made for SAC files.

When you complete school emergency / medical forms, provide additional information
pertinent to SAC (such as phone numbers where you can be reached during SAC hours).

A SAC Handbook is available on Google Apps for specific policies and procedures.