

**Grace School Age Child Care Program**

**We are now accepting registrations for the**

**2024-2025 school year**

**Hours of care:**

End of school – 6:00 PM

**Cost:**

**Registration fee:** $40.00 per child, $50.00 per family (non-refundable)

**Deposit fee:** $80 per child (Deposit fee is not needed if choosing the automatic withdrawal option)

**Per student school usage fee:** $5.00/month\*

\*Both school districts are charging a usage fee for us to be in the buildings. While we understand that schools are struggling to make budget, we also are attempting to keep our rates reasonable for families. We are hoping that with the fee adjustments we can continue serving our families.

The Grace School Age Child Care Program provides before and after school care for children ages 5 through 12. Through a well supervised, choice-oriented program, Grace School Age Child Care creates and utilizes teachable moments to nurture children’s developmental needs, while encouraging interpersonal relationships, positive self-expression, communication, positive self-image, intellectual growth, physical and active play, and creative expression.

This form is fillable, so please complete and email the form to: *SACCregistration@graceluthfound.com*

OR mail to: Grace School Age Child Care, PO Box 287, Eau Claire, WI 54702

***Be advised staff cannot accept registrations/ money at the program site!***

**If you have any questions or concerns please contact-**

 **Tyler Papierniak**

**715-832-3003 ex.1 tyler.papierniak@graceluthfound.com**

**2024-2025 Grace School Age Child Care Program**

**Before and After School Registration Information & Form-**

**PM only offered at CV Montessori for this year**

**\*\*We will offer AM and PM to begin next school year!\*\***

***NOTE: Current or previous enrollment does not guarantee enrollment for the next term of service (i.e. school year or summer camp session). Remember, space is limited, so please enroll early!***

**Deposit:**

A deposit of $80.00 for each child is required. **This must be paid at the time of registration, before the child can start care.** This will be applied to the last statement of the school year. In the event that there is a credit on the account, a refund will be sent. **Those participating in Grace’s automatic withdrawal payment option (ACH) are exempt from this deposit requirement; however, paperwork must be completed before care can start.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2 Days a WK** | **3 Days a WK** | **5 Days a WK** |
| **PM Only**  | **$29** | **$41.50** | **$63.50** |

**Rates:**

**Scheduled non-school full day rate $45.00**

**Scheduled non-school early release day rate $34.00**

**You will be charged any week there is school. There will be no discount for partial weeks (scheduled or otherwise).**

**Scheduled Non-School Days:**

Grace School Age Child Care will follow the district’s school calendar. On days where there is scheduled no school or early release, Grace School Age Child Care will attempt to offer services provided there is enough interest-**this will always be held at Altoona Elementary.** After the sign-up date for these days has passed, there will be a cancellation fee per child. (Eau Claire Schools: Due to the usage agreement with the Eau Claire School District, if this day is not also an Altoona non-school day, care will not be offered.)

**Non-Emergency, Unscheduled School Closings:**

In the event of an unscheduled, non-emergency school closing (such as a late start, early release or closing due to inclement weather) there will be no care provided for any school.

**Billing Cycle:**

Billing will occur bi-weekly for the care you have committed to or any overage. The billing statement will be sent via email, and payment is due by Friday of the week you get your statement. In the event that payment has not been made, your deposit will be used to cover your charges, and services will be suspended until the deposit is repaid. Chronic late payments may result in services being terminated.

**Acceptance Confirmation:**

Once the registration form, the **non-refundable** registration fee, and the deposit fee or ACH paperwork have been received, a billing statement detailing the paid registration fee will be sent. Only after this fee and the deposit has been processed and the statement has been sent is the child considered enrolled for the school year. We will also attempt to send confirmation emails.

***Enrollment is accepted on a first come, first accepted basis.  The earlier you enroll the better chance you have of securing a spot.*** Late registration will be accepted if space is available.

***Grace Lutheran Communities reserves the right to discontinue or modify services with 30 day notice.***

**2024-2025 School Year Registration**

This form is fillable, so please complete and email the form to: *SACCregistration@graceluthfound.com*

OR mail to: Grace School Age Child Care, PO Box 287, Eau Claire, WI 54702

**Payment is required to complete registration**

A non-refundable registration fee of $40.00 per child or $50.00 per family must accompany this form along with your deposit of $80.00 per child *OR* ACH paperwork to hold your spot for the 2024-2025 school year.

***Name(s) of child/children to be enrolled*****Click here to enter text.**

**Caregivers child/children live with** **Click here to enter text.**

**Mother’s Information:**

*Name:* **Click here to enter text.** *Address:* **Click here to enter text.**

*Cell #:* **Click here to enter text.** *Home #:* **Click here to enter text.** *Work #:* **Click here to enter text.**

*Email address:* **Click here to enter text.**

*I am an employee of Grace Communities*[ ]  **Yes** [ ]  **No-if so, location** Choose an item.

**Father’s Information:**

*Name:* **Click here to enter text.** *Address:* **Click here to enter text.**

*Cell #:* **Click here to enter text.** *Home #:* **Click here to enter text.** *Work #:* **Click here to enter text.**

*Email address:* **Click here to enter text.**

*I am an employee of Grace Communities*[ ]  **Yes** [ ]  **No- if so, location** Choose an item.

Please indicate the email address we should use for sending the billing statement [ ]  **Mother** [ ]  **Father**

***If you are splitting the bill between parents, both parties will need to complete a form, pay their own deposit or sign up for ACH.***

***The registration fee will be split between both accounts, each paying $40.00+$10.00=$50.00 single child***

***$50.00+$10.00=60.00 family (this includes a $10.00 service fee for the split account).***

Please advise us if you need your billing statement divided between mother and father, and how your child care is to be split:

[ ]  **(i.e. 50/50)** Click here to enter text. %

*(Please tell us whose week it will be on 2/3/2025* Click here to enter text.*)*

**W-2 Funding Information**

1. *Do you receive W-2 Funding for your child care?* [ ] ***YES***[ ]  ***NO***
2. *If* ***yes****, you will need to contact your case worker to notify them that* ***Grace School Age Child Care*** *is now your provider*. **Have you done this?** [ ]  **YES** [ ]  **NO**

**Automatic Withdrawal Payment Option (ACH):**

[ ]  *I* ***currently*** *use ACH for my payments and wish to continue* **(initial here) Click here to enter text.**

[ ]  *I would like to sign up for ACH payments (please complete the paperwork found on our website* [*http://www.graceluthfound.com/childcare*](http://www.graceluthfound.com/childcare)*)*

[ ]  *At this time I am* ***NOT*** *interested in the automatic ACH payment program and agree to the billing terms as outlined in the registration information.*

**School(s) my child(ren) attend:**

[ ] Chippewa Valley Montessori

**Schedule Needs:**

**We do not offer a 4- or 1-day option. Please choose 2, 3, or 5 days**

**Please Check the days and sessions you will need care**

**PM:** [ ]  M[ ]  T [ ]  W [ ]  Th[ ]  F

***Please list additional schedule needs below if needed:***

**Click here to enter text.**

**I have read the information provided in this registration packet and acknowledge the parent handbook is available to me on the website:** [graceluthfound.com](https://www.graceluthfound.com/documents/Parent-Handbook-revised-4_22-3.pdf) **and** **by signing below, agree to the terms.**

*Parent Signature (typed):* **Click here to enter text.** *Date:*  **Click here to enter a date.**

**Emergency Information**

**First Child’s Information:**

*Child’s Name:* **Click here to enter text.** *Birth Date:* **Click here to enter text.**[ ] *Male* [ ]  *Female*

*Grade for 2024-2025:*Choose an item.*Age as of first day of school:* **Click here to enter text.**

*Currently enrolled in the program?* [ ]  ***YES***[ ]  ***NO***

**Second Child’s Information:**

*Child’s Name:* **Click here to enter text.** *Birth Date:* **Click here to enter text.**[ ] *Male* [ ]  *Female*

*Grade for 2024-2025:*Choose an item.*Age as of first day of school:* **Click here to enter text.**

*Currently enrolled in the program?* [ ]  ***YES***[ ]  ***NO***

**Third Child’s Information:**

*Child’s Name:* **Click here to enter text.** *Birth Date:* **Click here to enter text.**[ ] *Male* [ ]  *Female*

*Grade for 2024-2025:*Choose an item.*Age as of first day of school:* **Click here to enter text.**

*Currently enrolled in the program?* [ ]  ***YES***[ ]  ***NO***

**EMERGENCY CONTACTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Cell or Home Phone #** | **Work #** | **Relationship to Child** |
| Click here to enter text. | PHONE #. | Work # | Relationship |
| Click here to enter text. | PHONE #. | Work # | Relationship |
| Click here to enter text. | PHONE #. | Work # | Relationship |

**I hereby give my consent for emergency medical treatment to be used, only if I cannot be reached immediately.**

*Doctor/Clinic:* **Click here to enter text.** *Phone #:* **Click here to enter text.**

*Preferred Hospital:* **Click here to enter text.**

*Parent Signature (typed):* **Click here to enter text.** *Date:* **Click here to enter a date.**

*Remember: email form to* *SACCregistration@graceluthfound.com*