



St. Michael School

After the Bell Extended Day

Registration and Program Fees Form

2026 – 2027



Parent(s) Name(s): _____

Child(ren) Name(s)
and Grade Level(s):

Children's Name	2026 – 2027 Grade Level

After the Bell Program Options: (please choose one)

Full Time (5 days per week):	1 child	☐	\$ 128.00 per month
	2 children	☐	\$ 230.00 per month
	3 children	☐	\$ 323.00 per month
	4+children	☐	\$ 408.00 per month
Part Time (4 scheduled days): Check 4 days attending below: ☐ M ☐ T ☐ W ☐ Th ☐ F	1 child	☐	\$ 102.00 per month
	2 children	☐	\$ 184.00 per month
	3 children	☐	\$ 258.00 per month
	4+children	☐	\$ 326.00 per month
Part Time (3 scheduled days): Check 3 days attending below: ☐ M ☐ T ☐ W ☐ Th ☐ F	1 child	☐	\$ 77.00 per month
	2 children	☐	\$ 138.00 per month
	3 children	☐	\$ 194.00 per month
	4+children	☐	\$ 245.00 per month
Part Time (2 scheduled days): Check 2 days attending below: ☐ M ☐ T ☐ W ☐ Th ☐ F	1 child	☐	\$ 51.00 per month
	2 children	☐	\$ 92.00 per month
	3 children	☐	\$ 129.00 per month
	4+children	☐	\$ 163.00 per month
Drop Ins	1 child	☐	\$ 13.00 per day
	2 children	☐	\$ 23.00 per day
	3 children	☐	\$ 31.00 per day
	4+children	☐	\$ 38.00 per day

Late Fees: Extended care daily dismissal is at 6:00 pm Monday-Thursday and at 5:30 pm on Friday. Children who are picked up at 6:01 pm Monday-Thursday or 5:31 pm Friday will have a late fee of \$10 and \$1.00 for every minute after 6:01 pm (or 5:31 on Friday). Charges will be added to the family's monthly invoice and drafted the next month.

St. Michael School is concerned about the proper supervision of children after regular dismissal. Any child who has not been picked up by **3:25 pm** will be sent to **After the Bell** program and the family will be billed at the **Drop In** rate.

Registration Fee: Once the registration packet has been submitted, the **\$25 registration fee per family** will be drafted from the family's FACTS Billing account. The registration fee is **non-refundable**.

*I understand that submitting this form gives St. Michael permission to draft the **\$25 Registration fee** from my FACTS billing account and secures a spot in the **After the Bell** program for my child(ren). I also understand that I am selecting an option now but may change at a later date by submitting the request **in writing** to the ATB director.*

Parent Signature

Date

St. Michael School
After the Bell Extended Day Program
Student Release and Parent Agreement Form

Authorization for Direct Payment

I understand that all After the Bell charges will be collected through the FACTS billing system. This includes the \$25 family registration fee, monthly fees for regular ATB students, drop-in fees, and late fees. I authorize St. Michael School to initiate entries through my FACTS Billing account. **This authority will remain in effect until I notify you in writing to cancel it, allowing the school reasonable time to make changes.**

SIGNATURES: _____
Parent/Guardian Date Parent/Guardian Date

Handbook Acknowledgement Form

Both Parents/Guardians must read and initial after reading the **After the Bell handbook, which is attached below.**

Initial ____ / ____ The parents/guardians have fully read all rules and regulations outlined in the ATB handbook, shared the rules with their child(ren), and accept and agree to follow the policies and procedures of St. Michael School **After the Bell** Extended Day Program.

SIGNATURES: _____
Parent /Guardian Date Parent/Guardian Date

St. Michael School
***After the Bell* Extended Care**
2026 – 2027 Handbook

<i>After the Bell</i> Director	Mrs. Pam Kirsch
<i>ATB</i> Assistant Director	Mrs. Priscilla Leonards
<i>ATB</i> PK Assistant Director	Mrs. Casey Meyers

pkirsch@stmike.net

Phone Contact 337-783-1410

***After the Bell* Extended Care Hours of Operation**

Monday – Thursday: 3:00 – 6:00 pm

Friday: 3:00 – 5:30 pm

There will be **no *After the Bell*** Extended Day on early dismissal days or holidays. Dismissal will begin at **5:45** in the front of school and end promptly at **6:00** pm Monday-Thursday. **On Fridays, dismissal begins at 5:15 and ends at 5:30.** Late fees begin at 6:01 Monday-Thursday and at 5:31 Friday.

Admission

Any student currently enrolled in St. Michael School may use the *After the Bell* program. Parents must fill out registration information for ATB and pay a \$25.00 registration fee. Parents may register for ATB at any time during the school year. ***After the Bell* requests that families registered as full-time or part-time regulars submit their registration no later than ONE day before they begin attending After the Bell.**

Program Overview

Our program allows children to experience a wide variety of activities. Homework, computer time, supervised playground activity, arts, crafts, board games, snacks, etc. are included in the program. We offer both structured and unstructured time to give the children a safe, fun environment to play, learn, and socialize.

Homework

A homework period is scheduled Monday-Thursday for all 1st – 8th grade ATB students. It is the student's responsibility to know their homework assignments for the day. **It is recommended that you discuss with your student his/her homework responsibility while at *After the Bell*.**

Also, please note, all students may still need to review and/or study in addition to the work done in *After the Bell* homework time. **It is highly suggested that parents check their child's homework each evening. *After the Bell* is not responsible for homework that has not been completed.**

Snacks

After the Bell provides an afternoon snack as part of the program. If preferred, students can bring a snack from home or take advantage of the *After the Bell* snack sale. Please be aware that St. Michael School policies are still in effect and nuts/nut products are not allowed. **ATB will use the FACTS Billing System or accept cash for snack sales.**

Program Rules

After the Bell students will follow the same conduct rules that are in effect during the school day. When a student chooses to not follow the rules, then the student will receive an ATB Discipline Sheet. If the student receives 3 written reports for the same or similar disciplinary issues within a quarter, he/she will be referred to the Principal.

Cell Phone Policy

Students may not have cell phones during ATB hours. Cell phones must remain in the office.

Injury and Illness Policy

In the event that a child becomes ill or sustains an injury during After the Bell, a member of the ATB staff will contact the parent/guardian so that arrangements can be made for the child to be picked up. If the parent/guardian cannot be contacted immediately, any necessary first aid or other medical care will be administered to the child. Parents/guardians are responsible for and agree to pay all costs involved with the emergency medical treatment of their child if such an event occurs.

Fees and Billing Procedure

Fees are based on 170 days of extended care for the 2026-2027 school year. There is no extended care available on half days or holidays. **For your convenience, the fee schedule is based on a daily rate, is divided into 10 equal payments, and billed September - June.** Drop-In fees are the only exception. These fees are based on a higher daily rate and calculated at the end every month.

After the Bell uses the FACTS Billing System and monthly payments will be drafted automatically from your FACTS account. The \$25 family registration fee, drop-in fees, and late fees will also be drafted from the FACTS Billing System. **After the Bell payments are billed separately from tuition.** Your payments will be made automatically, and proof of payment will appear with your statement. **The authority you give to charge your account will remain in effect until you notify us, in writing, to terminate the authorization.** Please sign the authorization form on the bottom of the ATB registration form.

Sign-Out and Dismissal Procedures

If a student needs to be picked up before dismissal time, you must go to the front office to sign out the student. ATB will use Class Dojo, so announcing your child on this app will allow us time to have your child ready for you when you arrive. At 6:00 pm (5:30 Friday), remaining students will be considered 'late' for pickup.

Late Fees

After the Bell Extended Care program daily closing time is 6:00 pm Monday-Thursday and 5:30 on Friday. Students who are picked up after 6:00 pm (5:30 Friday) will be charged a late fee of \$10 and \$1.00 for every minute after 6:01 pm (5:31 Friday). Charges will be added to the family's monthly invoice and drafted the next month. ATB services may be withdrawn from any families who are late 3 times in one calendar month.

Please sign the acknowledgement form in the registration packet once you have read the handbook.