

**St. Margaret Mary ASTEP/BSTEP Registration Form 2022-2023**

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Address \_\_\_\_\_

Parent e-mail address \_\_\_\_\_

My child(ren) will need (please circle):      ASTEP      BSTEP      BOTH

**Parent information:**

Mother/Guardian \_\_\_\_\_ Father/Guardian \_\_\_\_\_

Place of Employment \_\_\_\_\_ Place of Employment \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Emergency contact:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Persons to whom your child may be released (other than parent). They will be asked for I.D. if not familiar to staff:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Other pertinent information (allergies, etc.): \_\_\_\_\_

In case of early dismissal and A-STEP is cancelled, what steps should be taken so your child can get home safely? (i.e. "ride bus 22" or "Grandmother will pick up child as a car rider", etc.)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

ASTEP/BSTEP Handbook Contract 2022-2023

Parents,

After reading the A-STEP/BSTEP Handbook located on our website, please sign below and return the registration form, handbook contract, and the ASTEP or BSTEP Financial Contract to school attention: ASTEP Ms. O or scan and email to [ms.oliphant@stmmhbg.org](mailto:ms.oliphant@stmmhbg.org) . Thank you!

I have read the A-STEP handbook and am aware of all obligations and expectations.

Date\_\_\_\_\_

Parent Name (print)\_\_\_\_\_

Parent Signature\_\_\_\_\_

Child(ren) and Grade(s):

Name\_\_\_\_\_ Grade\_\_\_\_\_

Name\_\_\_\_\_ Grade\_\_\_\_\_

Name\_\_\_\_\_ Grade\_\_\_\_\_

**ASTEP After School Teaching and Enrichment Program 2022-2023**

Please list your payment number and total monthly obligation below, then print and sign.

ASTEP Payment Plan #	Days/Week	Total \$/Month
A5	5 days/week	\$185
A4	4 days/week	\$175
A3	3 days/week	\$160
A2	2 days/week	\$115
A1	1 day/week	\$60

A-STEP is available on an “as needed” basis at \$17/day

\$20 Registration Fee for new students.

No other discounts will be given.

**All children MUST BE PICKED UP, and exit the school building, PRIOR TO 5:30PM**

Late pick-up fee is \$1.00/minute/child.

Payment is due on the first available day of each month. If payment is not remitted by the 5<sup>th</sup> of the month, services will be discontinued until payment is remitted. Please send payments to school with your child in an envelope marked ASTEP. CHECK OR MONEY ORDER ONLY.

*A-STEP fees and/or program availability may change at the discretion of program teachers.*

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

ASTEP Payment Plan # \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Parent (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BSTEP Before School Teaching and Enrichment Program 2022-2023**

Please read the terms of the financial contract, fill in your child's information, print and sign.

B-STEP is available on an "as needed" basis at \$7.50/day

\$20 Registration Fee for new students.

No other discounts will be given.

Attendance will be recorded daily for each month, and an invoice will be sent on the first available day of the next month. Payment for the preceding month will be due by the 10<sup>th</sup> day of the following month. If payment is not remitted by the 10<sup>th</sup> of the following month, services will be discontinued until payment is remitted. Please send payments to school with your child in an envelope marked BSTEP. CHECK OR MONEY ORDER ONLY.

*BSTEP fees and/or program availability may change at the discretion of program teachers.*

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_