

St. Luke's After School Care

2008-2009 Registration Procedures

Registration for the 2008-2009 After School Care year begins **June 16, 2008**.

To reserve a place for your child, turn in the following:

- 1) Pick up registration packets in the After School Care office located inside the Activities Center (across from the gymnasium) and complete all forms. Forms may also be downloaded from our website and faxed to **713-961-7216**. Your application will not be processed until payment is received.
- 2) When registering, return the completed forms, the **Non-Refundable Registration Fee**, and **Non-Refundable payment for the month of September**. Make checks payable to St. Luke's United Methodist Church, and please write your child's name on the bottom of the check.
- 3) The Medical form must be completed by the child's physician; check-up's and immunizations must be up to date and valid through attendance. All forms must be in our office by **the first day of ASC**. No child will be allowed to attend ASC or field trips without these forms. **Authorization for Treatment form needs to be notarized.**

The registration fee and September payments are NON-REFUNDABLE.

Outstanding balances for any church program must be paid in full before ASC registration.

Note that After School Care operates on a nine-month commitment. Therefore, no refunds are given when your child is absent or when the center is closed due to holidays or bad weather.

We are looking forward to having your child in our program. If you have any further questions, please drop by or call 713-402-5075.

Parent Orientation:

Tuesday August 19, 2008 from 12:00 -1:00 pm. Please plan to attend!