

# St. Mary’s Springs Academy Extended Care Program Policies

Effective for the 2025-2026 school year

## Extended Care Program Enrollment

Extended Care uses the following criteria for enrollment:

- To all children currently enrolled at SMSA and in extended care
- To children of families with siblings currently enrolled at SMSA and in extended care
- To all children enrolled at SMSA (current and new)

There may be a waitlist pending registration. Extended Care waitlist will be determined by a first come first served process. SMSA currently has three rooms for extended care with 25 students in each room.

## Registration Fee

A non-refundable registration fee of \$100.00 per family will be required to accompany a registration application to hold a spot in St. Mary’s Springs Academy (“SMSA”) Extended Care Program.

## Hourly Rate for SMSA Extended Care Program Services

SMSA Extended Care Program fees for the 2025-2026 school year will be billed to families at a rate of \$7.25 per hour.

## Hours of Operation

Extended Care will open at 6:30 am until the start of the academic day and from the conclusion of the academic day until 6:00 pm. Monday through Friday during the school year. There are no services on holidays, early release, or when school is closed.

## Minimum Monthly Invoice

Families will receive a minimum monthly invoice based on the amount of SMSA Extended Care Program hours indicated on a family’s registration application. A family’s minimum monthly invoice will be calculated at 90% of the time cited by the family, multiplied by the rate per hour cited above.

## Invoicing and Payments

St. Mary’s Springs Academy is committed to providing your child with a safe and nurturing learning environment. Paying your fees on time allows SMSA to hire and maintain a dedicated extended care staff as well as pay the other bills associated with SMSA Extended Care Program. SMSA will generate your SMSA Extended Care Program invoice monthly, generally by the fifth day of the month following services. Please see the section below regarding how to access your SMSA Extended Care Program invoice using your Procure login.

Billing information can be viewed at any time via the Procure app. All SMSA Extended Care Program fee payments are non-refundable. SMSA has developed the following payment policy to ensure a smooth and transparent payment process. Please take a few minutes to read and understand the terms outlined below.

- Payment schedule:
  - SMSA Extended Care Program fees are due as follows:

| Month End  | Due Date   | Month End  | Due Date   | Month End  | Due Date   |
|------------|------------|------------|------------|------------|------------|
| 08/31/2025 | 09/09/2025 | 11/30/2025 | 12/09/2025 | 03/31/2026 | 04/09/2026 |
| 09/30/2025 | 10/09/2025 | 12/31/2025 | 01/09/2026 | 04/30/2026 | 05/12/2026 |
| 10/31/2025 | 11/12/2025 | 01/31/2026 | 02/10/2026 | 05/31/2026 | 06/09/2026 |
|            |            | 02/28/2026 | 03/10/2026 |            |            |

**Payment methods:**

- We accept payments in cash, check, or online via Procure
- Please make checks payable to St. Mary's Springs Academy (memo: Extended Care)
- Payments in cash or check can be mailed or dropped off at:  
     St. Mary's Springs Academy  
     Business Office  
     255 County Road K  
     Fond du Lac WI 54937

- Fee structure:

- Fees cover your usage of SMSA Extended Care Program services, based on the time indicated by the schedule submitted and the amount of time utilized during a month or a minimum monthly invoice (see above).

**Non-payment and termination:**

- In the event of a late payment, or no payment, SMSA reserves the right to suspend or terminate your child's enrollment in the SMSA Extended Care Program
- SMSA will provide twenty (20) days notice before termination due to non-payment

- Privacy and security:

- All payment information provided will be treated with the utmost confidentiality and in compliance with data protection laws

- Communication:

- For payment-related inquiries or concerns, please contact our Business Office at (920) 322-8072 or [businessoffice@smsacademy.org](mailto:businessoffice@smsacademy.org)
- Direct other SMSA Extended Care Program related questions to (920) 322-8051 or [extendedcare@smsacademy.org](mailto:extendedcare@smsacademy.org)

- Parental agreement:

- By enrolling your child in St. Mary's Springs Academy Extended Care program, you acknowledge that you have read, understood, and agree to comply with the payment policy

**Access your childcare statement and pay online using your Procure login**

Existing users: <https://www.myprocure.com/>

New users may set up an account

here: <https://www.myprocure.com/Default/Index?aWtuPTEyOTU0MDA4OTcmc2NoSWQ9MQ==>