

Hello Squires Families,

My name is Vicki Garrett. I am the director for our after-school childcare program. It is that time of year that we are ready to accept enrollments for our incoming and current Squires Elementary students.

- CASTLE is a school run after-school childcare program that is open from dismissal until 6pm every day that school is in session.
- We offer full-time enrollment, which is 4/5 days per week.
The cost is \$11 per day (subject to change) and you are only billed for the number of days we are in school each month.
- We offer part-time enrollment which is 3 days per week only. No two or one day enrollment is accepted.
The cost is \$12.00 per day (subject to change) and you are only billed for the number of days we are in school each month.
- Here are the [Parent Handbook](#), [Fee Schedule](#), and [Charge Requirements](#). Please read these documents before making a decision.
- I have finite number of spaces available and will fill them on a first-come, first-served basis when **completed** applications are received.
 - Completed applications will include the digital application via SmartCare software **and**
 - A copy of a current KY immunization form email to: vicki.garrett@fayette.kyschool.us
 - Even if you have given one to our registrar, I will need to receive another copy. I do not have access to enrollment folders.

CASTLE fill up very quickly and I want to give everyone a chance to enroll.

Enrollment for our CASTLE program is done online via a software called [SmartCare](#). I accept enrollments on a first-come, first-served basis. A completed registration includes completion of the form via the software, a returned immunization certificate, and a registration fee that will be debited from your bank account via ACH. Attached are the Parent Handbook, Charge Requirements, and the Fee Schedule.

A few things to have handy when your start:

- Bank Account information (credit cards charge a 3.69% fee for each transaction)
- Medical Insurance information (option I cannot disable)
- Last Physical (option I cannot disable)
- Doctor name and phone number
- Name and phone number for anyone who can pick up your child.

Start date is 8/16/23

**It offers a full-time or part-time option.

The only thing you must physically return to me is a current immunization certificate. It can be dropped off at the office, mailed, e-mailed, or faxed (859-208-1073). Registration is NOT complete until the immunization form is received. I can't access the copy that you used for enrollment with Squires Elementary. Those records are separate from CASTLE.