

Vacation Station

Currently Enrolled Family Registration Procedures

Dear Families,

Vacation Station registration for School Year 2021/2022 opens Monday, May 10th at noon.

The 2021-2022 Vacation Station tuition and calendar forms can be found at http://fhsvacation.sharpschool.net/enrollment/enrollment_information

- Vacation Station programs are abiding by guidelines from the St. Charles County Health Department and Francis Howell School District. Per current recommendations in St. Charles County:
 - We will have strict adherence to assigned groups.
 - Individual groups will remain together throughout the day.
 - Masks will be required by all students and staff.
- Guidelines will be updated in accordance with school district procedures

Payment Procedures

- You can pay by debit/credit card, check, cashier's check or money order.
 - Effective May 1, 2020-Francis Howell Tuition Based programs do not accept cash payments.
- Tuition is due on the first day of the week.
- The \$50 per child activity/supply fee will be invoiced once your registration is accepted by our office. The \$50 activity fee applies to the entire program year; June 2021 through May 2022. If your child is enrolled in summer 2021 programming, there is no additional fee. You will receive a confirmation email with additional forms.
- ***Your registration will be finalized once the activity/supply fee is paid.***

Important things you need to know before registering your child:

- All registrations must be completed as soon as possible, in order to avoid a possible delay in your child's start date.
- All family accounts in Francis Howell tuition-based programming must be paid in full in order for your registration to be processed. (Francis Howell Preschool, Vacation Station, QUEST)
- To avoid difficulty in completing your registration, please make sure all questions with an asterisk are answered.

- If you have any questions during your registration process please contact your Administrative Assistant.

If you are not adding any new siblings, log on to your MyProcure account to begin the re-registration process. [https://www.myprocare.com/](https://www.myprocure.com/). Registration is available Monday, May 10, 2021 at noon.

If there are any additional children in your family enrolling or if you have a child changing locations, please note the procedures listed below for individual family registration needs.

If you are a current family adding a new sibling to Vacation Station:

A separate document needs to be completed in order for us to enter your child into your My Procure account. Please fill out the [New sibling information form \(click here\)](#) to add your new sibling to your Vacation Station MyProcure account.

Please call your Vacation Station office with any questions.