

## Staff

### Daycare Director:

Angela Schofield

### Staff: Karen Brooks

Monica Garcia

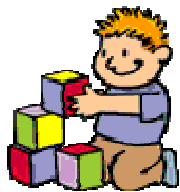
Amy Plackowski

Liz Pacelli

## Hours

### Monday-Friday

7:00am-6:00pm



## Communication

If you wish to contact the Daycare staff, please call Corpus Christi at 616.796-2327. To reach the After School care staff, please dial 796-2330.

## Welcome

We would like to welcome you and your child to Corpus Christi's Daycare/Aftercare programs and provide you with information about these programs.

Our programs are here to provide your child with a safe and healthy learning environment while they wait to go home on the bus, by parent, or with an adult authorized (in writing) by the parent.

## General Information

Daycare serves children in pre-school and kindergarten. Our After School care serves children in grades 1-6. Our programs run from 7:00am-6:00pm.

The CCCS Daycare and After School care programs operate on the same days as the Corpus Christi school calendar. If school is not in session on a regular weekday (vacation, snow, etc.) then Day care will not be operating either. When there is a two hour delay (road, weather conditions, etc.) and school opens at 10am, Day care will also open at 10am. Both programs will be available to 6pm as usual.

## Daycare Routine

### AM Session

7:00-8:00	Free Time
8:00-8:30	AM PreSch & K'garten Dismissal
8:30-9:00	Circle Time
9:00-10:00	Centers
10:00-10:15	Snack
10:15-10:45	Outside/Large Group Activity
10:45-11:15	Stories & Songs
11:30-12:00	Lunch



### PM Session

11:30-12:00	Lunch
12:00-12:10	PM PreSch & K'garten Dismissal
12:30-1:00	Circle Time
1:00-2:00	Centers
2:00-2:30	Outside/Large Group Activity
2:30-2:45	Snack
2:45-3:15	Stories & Songs
3:15-3:45	Quiet Time
3:45-4:30	Group Activities
4:30-6:00	Free Time/Outside

## After School Routine

3:15-3:30pm	Snack
3:30-4:00pm	Outside/Free time
4:00-4:30pm	Homework/Quiet
4:30-5:00pm	Large Group Activities
5:00-6:00pm	Free Time



## Admission & Fees

Parents must fill out appropriate paperwork before their child will be permitted into our care program. A \$25 fee (per family, not per student) is due at the time of registration for Daycare students.

The fee for both Day- and After-care programs is \$4.00 an hour per child. You will be charged for the days & hours you sign up for-even if your child is not there. You will not be billed if school is not in session. Charges are rounded to the next half hour mark for late pick ups. For example, if you planned to pick up your child at 4:00pm and traffic delayed you until 4:10pm, you will be charged to 4:30pm.

There is a additional \$10.00 fee if your child is not picked up by 6:00pm.

Billing invoices are sent home with your child approximately every other week (depending on holidays, etc.) Please pay promptly, and make checks payable to Corpus Christi Catholic School. Please drop off your payment in the school office or mail it to the Corpus Christi address.

End of year statements for childcare tax deductions are not issued. Please retain your billing invoice receipts for your income tax reporting.

## Snacks and Meals

We will be asking families who have children participating in the either of our programs to provide a snack for all of the students in the program on a scheduled basis. We will provide you with a schedule and some snack suggestions.

If you are using Daycare during the lunch hour, you must provide a cold lunch for your child. The daycare is not part of the school hot lunch program, and it is therefore not available to our students.



## Health

When children show signs of illness, it is important to keep them at home. Children are considered ill if they have a fever, rash, are vomiting, or show other symptoms which would prevent a normal routine for them or others.

If your child becomes ill during daycare hours, a parent or the designated emergency contact will be notified so the child can be picked up.

The daycare staff is not permitted to give medications to your child.

## Discipline

Children are encouraged to express themselves, however, clear behavioral limits will be established and communicated regularly to the children.

When a child behaves inappropriately, efforts will be made to redirect his/her energies. When necessary, the child will be reminded of the appropriate behavior.

Repeated unacceptable behavior will be dealt with by a brief time-out period.

Parents will be informed of behavioral problems that have arisen with their child, as well as how the situation has been handled.

## Withdrawal Policy

If you wish to withdraw your child from the program, please notify the Daycare staff.

It would be appreciated if you could give two weeks' notice before your withdrawal.

If your child is withdrawn from the program, but you need to use the center in urgent cases, you must notify staff at least 24 hours in advance in order to meet staffing requirements.

# Corpus Christi Daycare & After School Programs

2009-2010



Corpus Christi Catholic School  
12100 Quincy Street  
Holland, Michigan 49424

Ph. 616.994.9864  
796-2327 (daycare room)  
796-2330 (aftercare room)