Corpus Christi Catholic School
Extended Child Care Request Form
For Preschool Through 6th Grade Students

Family Name:_____

Please circle the appropriate days and indicate the times your child will need extended care.
The daycare is open from 6:30am to 6:00pm each day Corpus Christi Catholic School is in session.

								Drop off	Pick up
Student 1:_____	Gr:_____	M	T	W	Th	F		_____	_____
Student 2:_____	Gr:_____	M	T	W	Th	F		_____	_____
Student 3:_____	Gr:_____	M	T	W	Th	F		_____	_____

Our Daycare Program brochure covers our Program policies in detail. Please read the guidelines below, and sign at the bottom of the page, indicating you have read our program's policies, and agree to adhere to them.

1. **Hours of Operation**
   The CCCS Daycare program operates on the same days as the Corpus Christi school calendar from 7am to 6pm. If school is not in session on a regular weekday (vacation, snow day, etc.) then Daycare will not be operating either. When there is a two hour delay (road, weather conditions, etc.), and school opens at 10am, Daycare will also open at 10am, and be available until 6pm, as usual.
2. **Admission and Fees**
   a. Appropriate paperwork must be submitted before using the program. There is a registration fee of $25 per family each year.
   b. Any time a child's day or time needs are to be changed, a new registration form must be submitted. There is no additional registration fee for submitting a time/day change. Charges are based on the days and times requested on this form.
   c. Daycare cost is $4.00 per hour.
   d. When a child is picked up later than the requested time, the charge is rounded to the next half hour.
   e. Families are billed for the full amount of the requested days and times, even if a child did not attend one of the scheduled days because of sickness, or left earlier than normal for an appointment, for example. Families are not billed for days when school is not in session, or a class field trip pre-empts their usual daycare routine.
   f. A $10 late fee is applied for each occurrence of picking up a child after 6pm.
   g. Prompt payment is appreciated and expected. Daycare invoices are sent home with the child approximately every other week. Checks should be made out to Corpus Christi Catholic School; please indicate in the check's memo section that it is for daycare. Please, do not send payment to school with your child, but bring or mail directly to the school office.
   h. Payment is due within 10 days of the invoice date. Failure to pay the full amount due by the end of 2 billing cycles will jeopardize the family's use of daycare services until the full daycare charges are paid.
   i. Please retain all of your Daycare invoices for tax reporting purposes. We do not provide annual daycare billing summaries.
3. **Snacks and Meals**
   a. Children who are in the Daycare program during the lunch hour will need to bring their own lunch. Milk will be provided by Daycare.
   b. Parents will be requested to provide a small supply of snacks during the school year. You will receive a snack schedule from the staff.
4. **Health**
   a. Please do not send your child to school or Daycare if he/she is ill (fever, vomiting/diarrhea, etc.)
   b. If your child becomes ill at school, the parent will be notified and asked to come take the child home.
   c. Daycare staff cannot dispense medications to children. Please contact the school office to coordinate your child's medical needs.

_____ _____
Signature *Date*