

Office Use Only
Date Received:

Family Name: _____

						<u>Drop off</u>	<u>Pick up</u>	
Student: _____	Grade: _____	M	T	W	Th	F	_____am/pm	_____am/pm
Student: _____	Grade: _____	M	T	W	Th	F	_____am/pm	_____am/pm
Student: _____	Grade: _____	M	T	W	Th	F	_____am/pm	_____am/pm

- *For care before 7:30am, contact Amy Plackowski (796-2320 or amyplackowski@dogrschools.us) to make arrangements.*

1. Hours of Operation

2. Admission and Fees

- ### 3. Snacks and Meals

- Please turn over for more information and your signature.*

4. Health

- a. Please do not send your child to school or Extended Care if he/she is ill (fever, vomiting/diarrhea, unidentified rash, bad cough, severe runny nose, etc.)
- b. If your child becomes ill at school, the parent will be notified and asked to come take the child home. He/she will be placed in a separate supervised area until child can be picked up.
- c. If a child suffers a minor injury (minor scrapes, bruises, etc.) at school, standard first aid actions will be applied and parents will be notified of the incident at pick up time.
- d. If a child suffers a serious injury (deep lacerations, head injury, suspected broken bones, etc.), appropriate first aid actions will be taken and parents will be notified immediately.

5. Typical Daily Routine

- a. Before School Care for Pre-schoolers
7:30 a.m.-8:15 a.m. Puzzles, games, coloring, manipulatives
- b. After School Care
 - Preschool/Kindergarten
 - 3:30 pm Snack
 - 4:00 pm Free Choice/Outside
 - School-age (Grade 1-8)
 - 3:30 pm Snack
 - 3:45 pm Homework/quiet activities
 - 4:15 pm Free Choice/Outside

6. Pick-up Procedure

Please use the preschool entrance off of Beeline Rd. for pick-ups after 3:30 p.m. If there is an orange cone at the end of the service drive by the basketball hoops and ballfield, the school age children will be on the large playground and you may park on the service drive to pick up for child(ren). Pre-school children may only play on the pre-school playground.

7. Discipline Policy

Children are encouraged to express themselves; however, clear behavioral limits will be established and communicated regularly to the children. A child will not be permitted to intrude upon or endanger the freedom and safety of others. When a child behaves inappropriately, efforts will be made to redirect his/her energies. Repeated unacceptable behavior and/or behaviors that endanger others will be dealt with by a time out period in the room. Parents will be informed of behavioral problems that have arisen with their child, as well as how the situation had been handled.

8. Program Philosophy

Corpus Christi Extended Care Program provides a safe and enriching environment for children that need additional care beyond the scheduled school hours. Children will be offered a variety of activities that will supplement their areas of development including arts/crafts, games, dramatic play, playground/gym, puzzles, study time.

9. Communication

Please notify us of any schedule changes such as late pickup, vacation, appointments, after-school activities.

Amy Plackowski	616-796-2320 Email: amyplackowski@dogrschools.org
Preschool/kindergarten extended care room	616-796-2320
School-age aftercare room	616-796-2330

Please sign and return to the front office or the pre-school director.

Parent Signature

Date