Corpus Christi Catholic School Extended Care Request Form For Preschool Through 8th Grade Students 2018-2019

Office Use Only Date Received:

Reg. Fee:

Family Name:

billing plan that works best for your family. Extended Care is open from 7:30-8:15am and 3:30-6:00pm each school day.								
							Drop off	<u>Pick up</u>
Student:	_ Grade:	Μ	т	W	Th	F	am/pm	am/pm
Student:	_ Grade:	Μ	Т	W	Th	F	am/pm	am/pm
Student:	_ Grade:	М	Т	W	Th	F	am/pm	am/pm

Please circle the appropriate days and indicate the times your child will need extended care, then check the appropriate

Preschool-8th Grade Extended Care (reserve **5** days/wk: Mon-Fri)...... \$3.50/hour

Preschool-8th Grade Extended Care (reserve 1-4 days/wk Mon-Fri)......\$4/hour

Drop-in Rate (adding an occasional day/period of care. <u>Advance notice required</u>.)..... \$5/hour

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

Please read our policies and guidelines below, and sign on the back of the page, indicating you have read our program's policies, and agree to adhere to them.

1. Hours of Operation

The CCCS Extended Care program operates from 7:30-8:15am and 3:30-6:00pm on the same days as the Corpus Christi school calendar. If school is not in session on a regular weekday (vacation, snow day, etc.) then Extended Care will not be operating either. When there is a two hour delay (road, weather conditions, etc.), and school opens at 10am, Extended Care will open at 10am for those preschool children that attend an afternoon session. Afternoon extended care will not be open on school half days unless indicated.

2. Admission and Fees

- a. Appropriate paperwork (request form, child info card, health/playground statement) 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 request 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. A new request form will need to submitted if your child participates in an after-school activity such as sports or drama club; otherwise, you will be charged for those scheduled times.
- c. When a child is picked up later than the requested time, the charge is rounded to the next half hour.
- d. **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.
- e. Families are not billed for days when school is not in session.
- f. Families will not be billed for a reserved time if **7 days** advance notice is given; for example-vacations or appointments.
- g. A \$10 late fee is applied for each occurrence of picking up a child after 6pm.
- h. Prompt payment is appreciated and expected. Extended care 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 extended care. Please, do not send payment to school with your child, but bring or mail directly to the school office.
- i. 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 extended care services until the full extended care charges are paid.
- j. Please retain all of your Extended Care invoices for tax reporting purposes. We do not provide annual extended care billing summaries.

3. Snacks and Meals

- a. Preschool children who are here during the lunch hour will need to bring their own lunch.
- b. Students will be provided a snack during the after-care hours; however, your child is welcome is bring their own snack as well.

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 a	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