



Community of Saints Daily Schedule & Activities

Summer 2018

Schedule

Schedule will be followed every day making adjustments for field trip days and special on-site guests

630-730 Open and Free Play
730-800 Small Group Activity offered
800-830 Breakfast
830-930 Outside/Gym
930-1000 Free Play
1000-1030 Morning Snack
1030-1130 Projects/Activities
1130-1200 Free Play
1200-1230 Lunch
1230-130 Outside/Gym
130-230 Quiet Time
230-330 Projects/Activities
330-400 Afternoon Snack
400-500 Free Play
500-600 Outside/Gym

Needed Every Day!

Your child will need to have the following items every day at Extended Day:

- Sunscreen labeled with his/her name.
We cannot share sunscreen. Please make sure your child has sunscreen on before he/she arrives at Extended Day. We will oversee re-application of sunscreen as needed. PLEASE DO NOT SEND AEROSOL SPRAY SUNSCREEN. Lotion Sunscreen only.
- Water Bottle labeled with his/her name.
All children must have a water bottle on-site that is durable. The children can use these water bottles both outside and inside.
- Extra Clothes and Gym Shoes
Please always have an extra set of clothes and gym shoes in your child's cubbie.

Lunch

Children must bring their own lunch unless noted otherwise on the calendar

Refrigeration will only be provided on days we DO NOT have a field trip

Change of Activities

Please be sure to check the "Parent Pipeline" Board and your child's file. If there are changes in field trips, activities, etc. we will post it on the board or place a note in your child's file. There will also be a board of the week's field trips and what is needed for each field trip.

**Community of Saints Regional Catholic School
Extended Day Registration Form
Summer**



A \$60.00 non-refundable fee must accompany this registration.

Date: _____ School Attending in Fall: _____

Child's Name: _____ Date of Birth: _____
(First) (Last)

Mother/Guardian:

First Name: _____

Last Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Place of Employment: _____

Work Phone: _____

Email: _____

Father/Guardian:

First Name: _____

Last Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Place of Employment: _____

Work Phone: _____

Email: _____

Emergency Contacts/Authorized Pick Ups:

You must list TWO emergency contacts authorized to take your child from Community of Saints as a back up if parent(s) or guardian(s) cannot be reached. ***This may not include parent(s) or guardian(s) listed previously.*** Please make sure to list someone your child is comfortable with.

<i>Name</i>	<i>Address</i>	<i>Phone #</i>	<i>Relationship to Child</i>
1 _____	_____	_____	_____
2 _____	_____	_____	_____

Medical Information:	<i>Name</i>	<i>Address</i>	<i>Phone #</i>
Doctor	_____	_____	_____
Dentist	_____	_____	_____
Hospital	_____	_____	_____

Please indicate any health concerns: _____

In the case of an emergency, the police or paramedics may take your child to the nearest hospital for medical treatment. There may be a charge for ambulance service. Your signature below authorizes program staff to use emergency services if necessary, and indicates your agreement to the above mentioned hospital policy.

Parent/Guardian Signature: _____

Should Poison Control need to be contacted, and upon their advice, we may administer Syrup of Ipecac to your child to counter-effect an ingestion of poison. Please sign below, hereby giving program staff permission to follow this policy.

Parent/Guardian Signature: _____

Ethnic Affiliation (for statistical purposes only):

- Caucasian Latino/Hispanic African American Asian
- Native American Pacific Islander Other

Main Language(s) Spoken at Home: _____

Policies and Releases:

By signing this registration form, I grant permission to the Community of Saints Extended Day Program to use names, pictures, and anecdotes for the purposes of educating the public about the services available. I also agree that I have received a copy of the program policies and agree to abide by these guidelines.

Parent/Guardian Signature

Date



Community of Saints
Extended Day Program

PARENT FEE CONTRACT – SUMMER 2018

Child's Name _____

Grade in the Fall _____

Mother's Name _____

Father's Name _____

June

S	M	T	W	Th	F	S
X	11	12	13	14	15	X
X	18	19	20	21	22	X
X	25	26	27	28	29	X

July

S	M	T	W	Th	F	S
X	2	3	X	5	6	X
X	9	10	11	12	13	X
X	16	17	18	19	20	X
X	23	24	25	26	27	X
X	30	31				

August

S	M	T	W	Th	F	S
			1	2	3	X
X	6	7	8	9	10	X
X	13	14	15	16	17	X
X	20	21	22	23	24	X
X	X	X	X	X	X	X

Full Day Fee: \$30.00/child
Half Day Fee: \$20.00/child

Please indicate, by circling the dates, the days that your child will be attending Community of Saints Summer Extended Day Program.

I agree to pay for the dates my child is registered for the Extended Day Program unless Community of Saints is not in session.

- This includes any absences due to illness, etc. I agree to pay an additional \$1.00 per child per minute if I pick my child up after 6:00 p.m. No exceptions will be granted for this policy. Repeated late pick up may result in the dismissal of your child from the program.

I, the undersigned, request admission to the Community of Saints Summer Extended Day Program for the above child and hereby agree to its tuition and procedures. Further, I agree to give a two week notice in the event that I remove my child from the program. In accordance to the policies, I agree to pay the monthly tuition rate in a timely manner. If not done so, it may result in the removal of my child from the program.

Signature of Parent/Guardian _____

Date _____



Movie Form

During Extended Day, we will only watch G and PG rated movies. If there are any movies you would not want your child to watch, please list them below and sign your name. If you are okay with your child watching any/all G and PG rated movies, please sign your name below. Thanks!

Child's Name

Grade in Fall

Parent Signature

Date



Pool Permission Form

I would prefer that my child, _____, swim in:

_____ Kiddie Pool

_____ Big Pool – Shallow End ONLY

_____ Big Pool – Deep End & Diving Board

Please check all that apply as to where you would prefer that your child swim. **Please discuss this decision with your child(ren).**

Child's Name

Grade in Fall

Parent Signature

Date



Community of Saints Summer Extended Day Policies

Please keep these policies on hand to refer to when questions arise.

A. Basic Rates and Payment Policies

1. All fees are based on blocked billing.
2. Extended Day is open from 6:30 a.m. to 6:00 p.m. Monday through Friday.
3. You will be charged the blocked billing rates for which you register your child.
Rates are as follows:
 - **Summer Extended Day: \$30.00/full day (4+ hours)
\$20.00/half day (4 hours or less)**
 - **Drop-In Day: \$35.00/full day (4+ hours) – notice needed via email
\$25.00/half day (4 hours or less) – notice needed via email**
4. Contracted hours will be billed as follows: Summer Extended Day will be billed monthly.
5. Monthly payments are due by 3:00 p.m. on or before the 15th day of care for the month. payment is not received by 3:00 p.m. on the due date, you may be assessed a late fee of \$10.00.
6. Any check returned to us unpaid (ie: NSF, account closed, etc...) will be assessed a \$30.00 fee and the total amount due including this fee must be paid within 5 days of notification. After 2 returned payments, personal checks will no longer be accepted and future payments must be received in certified funds (ie: money order, cashier's check, etc...).
7. Cash payments will not be accepted.
8. If you are unable to pay your tuition as agreed upon, please talk to the Director of Extended Day. Under special circumstances, we will accept a reasonable payment arrangement. The approval of such a payment is at the discretion of the Director of Extended Day and/or the Principal of Community of Saints.
9. You will be billed for the days/weeks that you register your child. There will not be any refunds if your child is absent on any of the days for which he/she was registered.
10. Accounts with continuous non-payment may be referred to an outside collection agency.
11. Accounts with continuous non-payment may result in the termination of care for your child.

B. Overtime Rates and Policies

1. Parents must inform Community of Saints of any additional care required outside of contracted hours. Failure to do so may result in a \$10.00 penalty, plus the regular weekly or monthly charge. If additional care is required on a consistent basis, you may be asked to change your contract. Summer Drop-In days will be \$35.00/full day and \$25.00/half day.
2. ***Our program closes promptly.*** Closing penalty fees will be begin immediately. \$5.00 for the first 15 minutes, or any portion thereof, and \$1.00 for each additional minute shall be paid directly to the staff member(s) on duty. This fee is to be paid immediately to the

staff member(s) upon your arrival at Community of Saints. Failure to pay this fee within 24 hours may result in a termination of your contract.

3. There is no credit given for late arrival or early pick-up from extended day

C. Holidays and Absences

1. Community of Saints Extended Day will be closed on the following days/holidays without credit given on contracted hours: **4th of July**
2. Our program will be closed just prior to the start of the summer and the fall programs to allow for staff training, room cleaning, and possibly one or two other days throughout the year. Exact dates will be announced and posted at least 2 weeks prior to the closing date.
3. Community of Saints extended day reserves the right to close occasionally throughout the year as determined necessary by the Director of Extended Day in cooperation with the Director of Education. These occasional closings due to weather, etc. will not be reimbursed.
4. You must inform the Director if your child will not be at extended day (ie: sickness, dr. appointment, etc...). Regular payment is due regardless of occasional absences that your child is registered for.

D. Contract Changes and Extended Day Information

1. Termination of extended day requires a two week written notice. You may be charged if there is not a sufficient notice given.
2. We reserve the right to terminate the enrollment of any child by giving a one week written notice.
3. It is your responsibility to make sure the information on your child's emergency card is up-to-date. If at any time we discover the numbers on an emergency are no longer valid, we will request updated information within 24 hours. If a new emergency card is not provided within 24 hours, your child may not return to our preschool until a new card is submitted to the Director and approves your child's re-enrollment.

E. Persistent Unacceptable Behavior

1. A note will be sent home to inform parents if there is separation from the group. If a child requires separation two times in one day, the director and parents/guardians will be notified. If a child requires separation three or more times in one day, the result may be the exclusion of that child for the remainder of the day.
2. Consistent negative and/or unsafe behavior may result in the exclusion of the child for the remainder of the day. If persistent negative and/or unsafe behavior persists, parents/guardians will be called to pick up child. If parents/guardians cannot be reached, all persons listed on the emergency form will be contacted. Consistent negative behavior may result in more extensive behavior guidance plans as negotiated by the director, teacher, and parents.
3. We reserve the right to terminate the enrollment of any child by giving a one week written notice.



Community of Saints Extended Day Drop Off and Pick Up Procedures

- **All Extended Day Students should be dropped off and picked up at the Wallner Street entrance #2.**
- **You will receive a keypad code to enter the building. Please only share this code with people that will be regularly picking up or dropping off your child.**
- **We recommend that you park your car on the entrance side of the street or in the school parking lot.**
- **All parents, grandparents, or guardians dropping off and picking up your child should sign your child in and out every day in the attendance sheet on the podium when you enter the classroom. Children's names are listed in alphabetical order by last name.**
- **Parents need to walk their child into the classroom and make sure that a teacher sees you and your child so they know they have arrived for the day.**
- **When picking up your child for the day, please make sure that a teacher sees you and your child leaving.**
- **There are signs posted on the doors indicating where the kids are at all times if they are not in the classroom.**