

Before, After, and Extended Preschool Daycare Registration Packet

St. Joseph Catholic School

This registration packet must be completed and returned prior to a child's participation in Before Care, After Care, or Extended Preschool Daycare.

Section 1: Program Overview

St. Joseph Catholic School offers supervised daycare services for enrolled students on regularly scheduled school days.

Hours of Operation

- **Before School Daycare:** 7:00 a.m. to the start of the regular school day
- **After School Daycare:** End of the regular school day to 5:30 p.m.
- **Extended Preschool Daycare:** Before and/or after scheduled preschool session times

Delay Day Hours of Operations

- **Before School Daycare:** 9:00 a.m. to the start of the delayed school day.
 - **After School Daycare:** End of the regular school day to 5:30 p.m.
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Section 2: Rates and Fees

Hourly Rates

- Before School Daycare: **\$5.00 per hour**
- After School Daycare: **\$5.00 per hour**

Hourly charges are based on actual attendance time and may be rounded to the nearest quarter hour.

Daily Rate

- Extended Preschool Daycare: **\$30.00 per day**

Late Pickup Fee

Children must be picked up by 5:30 p.m. A late fee of \$2.00 per 15 minutes may be assessed for pickups after closing time.

Section 3: Billing and Payment

- Billing will occur **bi-weekly**.
 - Accounts with outstanding balances may result in suspension of daycare services.
 - Returned payments may incur additional fees.
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Section 4: Child Information

Child's Full Name: _____

Date of Birth: _____ Grade/Class: _____

Teacher (if applicable): _____

Section 5: Parent/Guardian Information

Parent/Guardian Name(s): _____

Home Address: _____

Phone Number: _____ Email: _____

Section 6: Authorized Pickup Persons

List individuals authorized to pick up your child. Photo ID may be required.

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

3. Name: _____ Phone: _____

Section 7: Emergency Information

Emergency Contact Name: _____

Relationship: _____ Phone: _____

Physician Name: _____ Phone: _____

Allergies / Medical Conditions: _____

Section 8: Program Policies and Expectations

- Children must be signed in and out daily by a parent or authorized adult.
 - Only individuals listed in this packet may pick up a child.
 - Children must follow all school and daycare behavior expectations.
 - Sick children may not attend daycare and must follow school illness policies.
 - Personal belongings should be clearly labeled. St. Joseph Catholic School is not responsible for lost or damaged items.
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Section 9: Cancellation and Absence Policy

Scheduled daycare staffing is based on registered attendance. If a student is absent from school or daycare on a day for which care was scheduled, **the parent/guardian remains financially responsible for the full cost of that daycare date.** Credits or refunds will not be issued for absences, including illness or other unforeseen circumstances.

*In the event of inclement weather, no daycare costs will be incurred.

Section 10: Daycare Agreement Acknowledgment

By signing below, I acknowledge that I have read and agree to all policies, rates, and procedures outlined in this Daycare Registration Packet and the school handbook.

Child(ren) Name(s): _____

Parent/Guardian Signature: _____

Date: _____

Section 11: Office Use Only

Date Received: _____

Approved By: _____

Start Date: _____