

Dear Parents,

Holy Spirit Catholic School is again offering Extended Care to our students. Under the direction of Mrs Amy Copsey, 2020-2021 will be our third year in operation. We offer this program to accommodate our families busy schedules.

Care will be available from 3pm-5:30pm in the Kindergarten classroom. The children will be given a snack daily, time to play outside (weather permitting), a small craft activity, and time to do homework.

If you have any additional questions or would like to register your child please contact Mrs Copsey at (307)352-9514, or email her at kindergarten@rshscs.com

We are looking forward to an exciting new school year!

Mrs Marcos

Holy Spirit Catholic School Extended Care

Policies and Procedures 2020/2021

ENROLLMENT: Holy Spirit Extended Care is operated on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, national and/or ethnic origin, age, sex or ability. All families must submit a financial agreement and emergency forms before a child may attend.

FULL TIME CARE: Full time care students may use the center from 3:00 pm to 5:30 pm. There is a late fee of \$20.00 for every 15 minutes last or fraction of after 5:30 pm. Non-payment of fees will result in a loss of space in our program. **Extended Care** is open to all full time care students on all school days with the exception of the last day of school. **EXTENDED CARE IS CLOSED WHENEVER SCHOOL IS CLOSED.**

DROP-IN CARE: Drop in care is on a reservation format or as needed on a daily basis. Parents need to fill out a monthly calendar prior to month in which care is given or parents must call the day that care is needed. The first calendar will be sent to you in August. Payment must be received with the calendar, and you will be billed for any additional days. If your child is absent on a day that you have reserved, you must notify the office to let Mrs Copsey know of this absence . If you fail to cancel a day that you have reserved, you will be charged for care for the day. There is a late fee of \$20.00 for every 15 minutes last or fraction of after 5:30 pm. Non-payment of fees will result in a loss of space in our program. **Extended Care** is open for Drop-In care all school days with the exception of the last day of school. **EXTENDED CARE IS CLOSED WHENEVER SCHOOL IS CLOSED.**

SIGN-IN & OUT

All children need to be signed in and out. The sign-in sheet is located next to the front door. Only those authorized on your emergency forms will be allowed to sign your child out. Written permission is needed for anyone not listed on the emergency form.

ACTIVITIES

Students are welcome to use the entire center including our courtyard.

We open the schoolyard from 3:30-4 for outside play (weather permitting) and in addition an afternoon art project is provided daily for the children.

HOMEWORK CENTER

Homework center takes place from 4-5 on Monday through Thursdays. Homework Center is open to all children. All students doing homework when homework center is open must do so in homework center. We will check their homework for completion, but it is the parents' responsibility to check for corrections.

LUNCH AND SNACK

We cannot keep lunches in the refrigerator or heat lunches. We provide a daily afternoon snack at 3:15 pm each day.

CHANGE OF CLOTHES

An area is provided for children to change after school. It is recommended that you send your child with a change of clothes. Please label all articles of clothing.

EARLY PICK-UP

If you need to pick up your child directly from school on a day that you have indicated a need for care, you must call us. We get very worried when children attend school but do not show up for care.

**Holy Spirit Catholic School
Extended Day Care
Registration 2020/21**

The _____ family is requesting extended day care for the following children for the
(Please Print) 2020/2021 school year:

1. _____
Child's Full Name **Date of Birth**

Grade 2020-2021 _____ Type of Care Needed: Full Time Part Time

2. _____
Child's Full Name **Date of Birth**

Grade 2020-2021 _____ Type of Care Needed: Full Time Part Time

3. _____
Child's Full Name **Date of Birth**

Grade 2020-2021 _____ Type of Care Needed: Full Time Part Time

4. _____
Child's Full Name **Date of Birth**

Grade 2020-2021 _____ Type of Care Needed: Full Time Part Time

Parent's Name

Parent's Signature

Address

City, State, Zip

Phone/Cell No.

Schedule of Fees:

Registration fee: \$25 due at time of registration

Full time \$200 per month Beginning the first day of school August 2020

Part time \$12 per day

Please complete form and return by August 20, 2020.

**Holy Spirit Extended Care
Tuition Contract
2020-2021 School Year**

Date

Director's Signature

Please sign and return by August 20, 2020

(over)