

Dear Parents,

I am very excited to again be offering Extended Care to the students at Holy Spirit Catholic School. Last year was our first year, and I feel like it was a success. If you haven't gone before or are considering it this year on a full time or part time, or even drop in basis, I encourage you to ask questions, check it out, and sign up!

Care will be available from 3pm-5:30 pm 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.

Please contact Mrs Copsey if you are interested in registering your children. You can do so by calling me at (307)352-9514, or email me at kindergarten@rshscs.com

We are looking forward to an exciting new school year!

Mrs Copsey

Holy Spirit Catholic School
Extended Care
Tuition Rates 2018-2019

Full Time Care:

\$200 per month (payment due by the 5th of each month)

Part time Care:

\$12 per day (calendars due with a check by the 30 of the previous month)

Please send your calendar and check to the school office. Checks need to be made out to Holy Spirit Catholic School.

Extended care qualifies each family for a tax deduction. Please call the school office or ask the director for the tax ID number. Let the director know if you need a receipt. Otherwise your check is your receipt.

Holy Spirit Catholic School Extended Care

Policies and Procedures 2018/2019

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.

BEHAVIOR

If a child exhibits behavior that hurts another child, destroys property, is disrespectful, or endangers a child, a notice will be sent alerting the parents to this behavior. Parents are encouraged to call the office and speak to the Director if there are concerns or questions.

ALLERGIES AND MEDICAL CONDITIONS

Parents are required to notify the Director in person and in writing of any medical condition or allergy that their child has. Instructions on the procedures to be taken if the child experiences an allergic reaction or medical episode must be included in the written notification. Doctor's instructions must be included with all medication(s). All medication(s) must be kept in Extended Care's cabinet. Children are not allowed to carry medication on their person, backpack or lunch box.

CHILD SAFETY

Under the mandatory child abuse law, California Penal Code Section 11161.S, the program staff is subject to a fine if we do not report cases of suspected child abuse.

ILLNESS

Children may not attend day care if they are ill. Children may not attend day care if they were absent from school for that day due to illness. Children may not attend if they are running a fever. Parents will be notified and expected to pick up children who the staff evaluate as being ill. Parents are expected to inform the staff if their child contracts a communicable disease so that we may send out notices to other parents.

**Holy Spirit Extended Care
Tuition Contract
2018-2019 School Year**

I/We choose to be subject to the following tuition plan:

FULL TIME PAYMENT OPTIONS

_____ **Full time (9) monthly payments** beginning August 22, 2018 (covering August and September) in the amount of \$200 per month. Payments due by the 5th of each month

PART TIME PAYMENT OPTIONS

_____ **Part time (9) monthly payments** beginning August 28, 2017 (covering August and September) in the amount of \$12 per day per student x the amount of days. Payments may be made by cash or check made out to HSCS. Payments due with the calendar on the 30 of the previous month.

Family Name: _____
(Please print)

Address

City State Zip

Child/ren name and grade: (Please Print)	_____	Grade _____
	_____	Grade _____
	_____	Grade _____
	_____	Grade _____
	_____	Grade _____

I/We have read the tuition agreement and agree to comply with the tuition policies for Holy Spirit Catholic School Extended Day Care.

Parent Name (please print)

Parent's Signature

**Holy Spirit Extended Care
Tuition Contract
2018-2019 School Year**

Date

Director's Signature

Please sign and return by August 22, 2018

**Holy Spirit Catholic School
Extended Day Care
Registration 2018-2019**

The _____ family is requesting extended day care for the following children for the
(Please Print) 2018-2019 school year:

1. _____
Child's Full Name Date of Birth
Grade 2018-2019 _____ Type of Care Needed: Full Time Part Time
2. _____
Child's Full Name Date of Birth
Grade 2018-2019 _____ Type of Care Needed: Full Time Part Time
3. _____
Child's Full Name Date of Birth
Grade 2018-2019 _____ Type of Care Needed: Full Time Part Time
4. _____
Child's Full Name Date of Birth
Grade 2018-2019 _____ 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 August 22, 2018
Part time \$12 per day

Please complete form and return by August 22, 2018.