

**The Children's Center  
St. Jane de Chantal School  
2019-2020**

Thank you for your interest in The Children's Center. All children who wish to use the extended day care program must be registered with the Center prior to attending. Registration consists of the following:

1. A complete two page registration form for each child. This form contains parents phone numbers, emergency contacts and medical information. These forms must be on hand before your child is admitted to the program, as we have no access to school records during after school hours.
2. A signed form stating that the parent has read our rules and policies regarding minor injuries, behavior, and prompt payment.
3. A (non-refundable) registration fee of **\$35.00 for one child** and **\$20.00 for each additional child**.

**PLEASE NOTE:**

**FEES**

**1 Child – \$5.00 per hour**

**2 Children – \$8.00 per hour**

**3+ Children – \$12.00 per hour**

**30 Minute Rate – 1/2 of your hourly rate**

**Before School Care is billed as your hourly rate.**

The Children's Center hours are 7:00 A.M. to 7:55 A.M. and 2:35 P.M. to 6:00 PM.

A \$5.00 late fee per minute will be charged for any child picked up after 6:00 PM in addition to the 30 minute rate.

The Children's Center is closed on all full days off, holidays, and vacations.

We look forward to having your child with us.

The Children's Center

The Children's Center  
RULES FOR THE CHILDREN

Parents, please discuss these rules with your children.

- ❖ Respect the authority and supervision of all day care providers.
- ❖ Stay within the boundaries set for The Children's Center.
- ❖ No child will be allowed to roam the school hallways.
- ❖ No child will be allowed back into a classroom after school hours for any reason. The classrooms are locked after school.
- ❖ Only one student may use the washroom/water fountain at a time.
- ❖ No running or loud noise/screaming is permitted in the classroom.
- ❖ No ball playing is permitted inside the classroom – no rolling, bouncing, throwing any ball(s) is allowed.
- ❖ Be respectful of the quiet time of others; as well as games that are being played.
- ❖ There is to be no rough play on the playground. Play must be directly in front of The Children's Center room. No one should be around the other side of the building or in the alley.
- ❖ Put things away when finished using them. It is your responsibility to put things back properly to insure they will be there the next time you wish to use them.
- ❖ Personal items may be brought from home (i.e., game, video, craft), however, remember the Children's Center is not responsible for these items. Please put your child's name on these items.
- ❖ Snacks will be served only once, at the beginning of daycare. Remember, it is merely a snack, not a meal.

The Children's Center  
RULES FOR THE PARENTS

Please carefully read the following:

- The parent/guardian listed on our registration sheet is expected to pick the child up in a timely manner. A \$5.00 per minute late fee will be charged for pick-up after 6:00 PM in addition to the 30 minute rate.
- Should you expect your child to do his/her homework at day care, make sure he/she is aware of your wishes. Your child should come prepared with whatever school supplies are needed to complete his/her homework.
- While we understand that children like to bring some of their own toys/movies from home, please understand that we cannot be responsible for them should those items become lost or broken.
- Billing is done every two weeks. Please note that billing is now being done in 30 minute increments. Envelopes go home every other Monday (Tuesday if Monday is a holiday) and payment is due **Thursday of the same week**. If payment is not received by Thursday, an \$8.00 late fee is charged. If paying by check, please make checks payable to **The Children's Center**. If paying by cash, exact change would be appreciated. Please be aware of the payment date due on your envelope. If your child is sick, absent or just absent-minded about bringing home the payment envelope, please ask for it. It is your responsibility to see to it that the payment envelope gets home and payment is returned to us. Your understanding is appreciated as these are the only funds available to run this program.
- Any check that is returned to us as "NSF" will incur a \$20.00 fee. Two "NSF" checks will result in you paying on a cash only basis.
- Should you have any questions regarding billing or day care, send a note to the school office.

- If you fall two billing cycles behind in day care payments, your child(ren) will no longer be allowed to attend The Children's Center until your bill is caught up. (Suspension will take place the Monday following the second missed payment. You will have to make arrangements for someone to pick up your child as there is no one at school to wait with them.) Should there be problems regarding prompt payment, please notify the school office in order to make payment arrangements.
  
- Any child who attends day care is expected to conduct themselves in an orderly manner. They are to listen to what the day care worker(s) tells them to do. Disruptive behavior and/or talking back to the day care worker(s) or fellow students will not be tolerated. If there is any type of behavior problem, the discipline will be as follows:
  - ✓ The parent will verbally be informed of the incident or a note will be sent home to the parent;
  - ✓ Should the problem continue, the parent will be notified that the problem is continuing and the child will be suspended from the program for the following 2 weeks;
  - ✓ Upon return, if the child's behavior continues to be a problem, it may be best to make other day care arrangements. At that time, the child's registration will be withdrawn from the extended day care program for the remainder of the school year.
  
- Medication may not be dispensed to any child. While every precaution will be taken to avoid injury, minor scrapes do occur. Minor cuts and scrapes will be washed with soap and water and a Band-Aid will be given to the child. No antiseptic cream or ointment will be applied because the child might have a reaction to these medications. We will supply an ice pack for bumps. Parents are expected to follow-up on these minor injuries and apply whatever medication they deem appropriate.

**Please keep the rules from your registration packet for future reference. Thank you.**

THE CHILDREN'S CENTER  
ST. JANE DE CHANTAL SCHOOL  
2019-2020

I have read the rules/policy concerning The Children's Center.  
I have read the policy regarding medications and minor injuries.  
I fully understand the rules regarding prompt payment and discipline.

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_  
(Please Print)

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Outside Play Area

I hereby give permission for my child to play outside in the school playground area during after school care. I understand that my child will be properly supervised during this time. I hereby release The Children's Center from any liability should my child become injured.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

THE CHILDREN'S CENTER  
ST. JANE DE CHANTAL SCHOOL  
2019-2020

REGISTRATION FORM

Child's Information:

Name: (Last) \_\_\_\_\_

<u>First Name</u>	<u>Grade</u>	<u>Date of Birth</u>
_____	_____	_____
_____	_____	_____

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Child Resides With: \_\_\_ Parents \_\_\_ Mother \_\_\_ Father \_\_\_ Other

Parent Information:

Mother's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone No.: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone No.: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_

Alternate Emergency Contact Person:

(Must be available between after school hours and 6:00 PM)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Medical Information:**

Does your child have any health problems? \_\_\_\_\_  
(ie., food allergies, asthma, daily medication, etc.)

Family Doctor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Insurance Coverage with \_\_\_\_\_

Policy No. \_\_\_\_\_

If you and the physician of your choice, as indicated above, cannot be reached in an emergency and, if in the judgment of the school authorities immediate medical and/or hospital attention is indicated, do you authorize the school authorities to send your child (properly accompanied) to an available hospital or physician.

Yes \_\_\_ No \_\_\_ \_\_\_\_\_  
(Signature of Parent or Legal Guardian)

As a parent and/or legal guardian, I authorize the treatment of my minor child/children by a qualified and licensed medical doctor in the event of a medical emergency which, in the opinion of the attending physician, may endanger his or her life, cause physical disability or undue discomfort if delayed. This consent is granted only after a reasonable effort has been made to reach me.

Yes \_\_\_ No \_\_\_ \_\_\_\_\_  
(Signature of Parent or Legal Guardian)

**Picking Up Your Child:**

Authorized person(s) to receive child daily

Mother: Yes \_\_\_ No \_\_\_                      Father: Yes \_\_\_ No \_\_\_

Others:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Is there any person (or persons) specifically NOT AUTHORIZED to pick up your child at extended day care?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_





