



**After School Care
2009 – 2010 Registration Form**

Holy Cross School sponsors an After School Care Program (ASC) for students in grades K-6. This program operates from 3:15 pm until 5:30 pm on regular school days. In addition, the ASC will be open on early dismissal days until 5:30 pm. On *certain* days during the school year when school is not in session ASC will offer full-day childcare from 7:30 am to 5:30 pm. Please check the school calendar in the directory for a complete After School Care schedule. ASC reserves the right to cancel full days due to low or no pre-registered enrollment.

Registration & Fees

2009-2010 Family Registration Fee: \$50.00

This registration fee, which is non-refundable, is due prior to your child starting the program. This ensures adequate staffing each day and applies to regular school day ASC.

To reserve space for half days and full days when school is not in session, ASC must have registration forms and payment at least one week prior to the day under consideration. These days are *not* billed in your regular invoice. See the chart below for half and full day fees. Please look for these forms in the weekly newsletter.

Registered Families

After School Days- with snack
 1st Child 2nd Child
 (after 4:30) \$11.00 \$9.00
 (before 4:30) \$7.00 \$5.00

Half Days- with lunch and snack
 1st Child 2nd Child
 \$20.00 \$17.00

Full Days- with lunch and 2 snacks
 1st Child 2nd Child
 \$25.00 \$20.00

Non-Registered Families

After School Days: \$15.00

Half Day: \$25.00

Full Day: \$30.00

Payment Policy

- **Explanation of payment-** Payment is expected no later than the 15th of each month for the previous month's care.
- **Invoicing-** The first week of each month, an invoice will be sent home via backpack mail with charges for the exact number of days that your child attended ASC during the past month.
- **Delinquent payments-** Without prior arrangements, delinquent payments will result in suspension of ASC services until fees are paid in full.
- **Payments-** Please make checks payable to Holy Cross Catholic School ASC and give directly to the ASC Coordinator or send via backpack mail. All payments and invoices will be processed directly through ASC.
- **Pick-up time-** Official pick-up time will be kept on the clock by the sign-out book. Children picked up after 4:30 will be charged the full rate for that day.
- **Late Pick Up Fees-** **A late fee of \$10.00 for the first 10 minutes plus \$1.00 for each additional minute will be charged for children not picked up by 5:30pm. Cash payment or personal check should be paid upon arrival to the ASC employee.**

After School Care Closings

If Holy Cross School is closed due to inclement weather the After School Care will be closed as well. Broadcast Notice will refer to Johnson County Catholic Schools.

Students' Files

A file will be maintained for each child enrolled in the After School Care Program. The following forms must be turned in on or before the child's first day of attendance in accordance with State requirements:

- 1) Holy Cross After School Care Enrollment Form
- 2) Emergency Release Form
- 3) Health Form (KDHE) – we will obtain a copy of your child's school form from the school nurse.
- 4) Signed Discipline Policy

Please notify the After School Care Coordinator of any changes in address, phone numbers, home status, or persons authorized to pick up your child *in writing*.

Personal Belongings

Children may not bring personal items or toys except when specifically requested for an activity. Children will not be allowed to change clothing, except for sporting events.

Attendance Policy

- **Notification of Attendance-** Because the security of your child is our top priority, you are required to notify ASC when to expect your child. On your child's attendance sheet each week, please mark the anticipated days of attendance for the following week. If your plans change, please call (913) 484-1996 or email asc@holycrosscatholicschool.com to notify ASC that your child will/will not need care that day. Also, please notify ASC if your child will be coming from/going to another activity, such as Athletics, Scouts, Study Hall, etc.

ASC Coordinator

Our coordinator, Kristen Marquis, is mother of three Holy Cross students and is also one of our Holy Cross Early Education Center teachers. She can be reached by email at the above address, by cell phone at (913) 484-1996, or by calling the school phone number (913) 381-7408 ext. 29.

ASC Afternoon Schedule

3:15	School Dismisses
3:20-3:40	Snacks
3:40-4:10	Outdoor Time/Activity Time
4:10-4:45	Homework/Quiet Time
4:45-5:30	Activity Time/continued homework
5:30	Dismissal

**After School Care
2009 – 2010 Information and Registration Form**

Child's name	Grade/ Class	DOB	Check dates needed for beginning week of Aug.		
			19 th *	20 th *	21 st

*these dates require special registration-please fill out the required form and remit payment

Parent Information	
Mother's name:	Father's name:
Address:	Address:
City/State/ZC	City/State/ZC
Home Phone	Home Phone
Cell Phone	Cell Phone
Work Phone:	Work Phone:
E-mail	E-mail

Primary person authorized to pick up child		
1)	Relationship:	Phone:

Other individuals authorized to pick up child		
2)	Relationship	Phone:
3)	Relationship	Phone:
4)	Relationship	Phone:

Emergency Contact		
1)	Relationship	Phone:
2)	Relationship	Phone:

Agreement statement

I agree to the rates as written above for After School Care Program. Payment will be expected by the 15th day of each month. Further, I understand the policy for late pick-up and delinquent payments and agree to their conditions.

Parent/Guardian Signature

Date

Person responsible for payment: _____

Waiver Statement:

“The undersigned states that he/she understands that the After School Care of Holy Cross is not and shall not be responsible for or liable for any illness, or injury to the participant resulting from the program in which the undersigned is enrolling or being enrolled or for his/her participation in the said program. The participant and the undersigned, if the participant is a minor or under other legal disability, hereby forever releases and holds harmless the said After School Care of Holy Cross, its employees and representatives from any and all claims of any kind that the participant, or the undersigned or their representative heirs, executors, administrators, or assigns, may have or claim to have resulting from participation in said program. **(Invalid without signature)**

I have read and understand the waiver statement and policies.

Parent/Guardian Signature

Date

Office Use:

Registration paid: _____

Forms from Nurse’s office: _____

Discipline Policy: _____

August 19 Care: _____

August 20 Care: _____

ASC Discipline Policy

It is our intention at After-school Care to adhere to the same discipline policy enforced during the school-day at Holy Cross. Your child is accustomed to this system and we want them to know that ASC deserves the same respect and attention to behavior that their classroom teachers expect. Misbehavior will not be tolerated and will be dealt with as follows:

- 1 warning for inappropriate behavior*, then a check.**
- 1 check = 5 minutes on the line at recess.**

Grade

- K-1st - 4 checks in 1 day = note to parent, sign and return**
- 2nd - 4 checks in 1 day = conduct**
- 3rd - 3 checks in 1 day = conduct**
- 4th - 5 checks in 1 week = conduct**
- 5th - 10 checks in 4 weeks = conduct**

***Inappropriate behavior includes, but is not limited to:
failing to follow directions, un-Christianlike behavior, or disrespect towards staff.**

While it is rare that a K-1st grader would earn a conduct, it is possible, especially in cases of severe misbehavior. Conducts will be issued through the disciplinarian's office and will result in a detention assignment**.

**If repeated warnings or multiple conducts do not result in changed behavior, ASC services can be revoked at the discretion of the coordinator, director, and principal.

Each child will have a discipline column on their attendance sheet. As you check them out in the evening, please feel free to look it over and see what kind of day they had.

While punishing inappropriate behavior is, unfortunately, necessary, I would also like to reward exceptional behavior. Children who are "caught" doing good deeds (working quietly during homework time, helping a younger child on the playground, etc.) will receive a star for each occurrence on their discipline sheet. Stars may be redeemed for rewards- treat from goodie bag, special project, snack choice for the next day, etc. My hope is that I will run out of rewards instead of conduct slips! Please call or e-mail with any questions:

**Kristen Marquis
(913)381-7408 x 29
asc@holycrosscatholicschool.com**
Please sign and return one copy and keep one for your records.

(parent signature)

(date)

(print name)