

# EXTENDED CARE ENROLLMENT APPLICATION FOR 2016-2017

**Registration Fee (required one-time fee): \$50.00 per family**

**Package Options: (Please note: the option you choose is what you are charged.)**

**Full Time:**

- A. \_\_\_\_\_ AM Care -7am-7:45am at \$75 per month, per child (AUG 2016: \$45.00 per child)
- B. \_\_\_\_\_ PM Care- 3pm-6pm at \$170.00 per month, per child (AUG 2016: \$110.00 per child)
- C. \_\_\_\_\_ Combined AM/PM Care-7am-7:45am /3pm- 6pm at \$200.00 per month, per child (Aug 2016: \$130.00 per child)

**3-Day:**

- A. \_\_\_\_\_ AM Care-7am-7:45am at \$50.00 per month, per child (Aug 2016: \$30.00 per child)
- B. \_\_\_\_\_ PM Care-3pm-6pm at \$120.00 per month, per child (Aug 2016: \$80.00 per child)
- C. \_\_\_\_\_ Combined AM/PM Care-7am-7:45am/ 3pm-6pm at \$130.00 per month, per child (Aug 2016: \$70.00)

**2-Day:**

- A. \_\_\_\_\_ AM Care-7am-7:45am at \$30.00 per month, per child (Aug 2016: \$20.00 per child)
- B. \_\_\_\_\_ PM Care-3pm to 6:00pm at \$100.00 per month, per child (Aug 2016: \$65.00 per child)
- C. \_\_\_\_\_ Combined AM/PM Care – 7am-7:45am/3pm-6:00pm at \$120.00 per month per child (Aug 2016: \$80.00)

**Non-Package Options: \* Please note: the option you chose is what you will be charged\***

**Drop-In:**

[There is no limit to how many days this service may be used. However, if used more than 7 days a month, it is more economical to sign up for one of the package options.]

- A. \_\_\_\_\_ AM Care- 7am-7:45am at \$3.00 per day, per child **due on day of attendance.**
- B. \_\_\_\_\_ PM Care-3pm-6pm at \$20 per day, per child **due on day of attendance.**

**DROP-IN:** Children are not allowed on the church or school grounds before 7:45 am or after 3:15 pm unless an adult accompanies them. Children left unattended will be immediately placed in our care and the Drop-In rate to be paid at time of pickup. To help us keep a record of daily attendance, please make sure your child is signed out with their Extended Care teacher or (if registered as a drop-in) on the computer. \_\_\_\_\_ **(please initial)**

**BEFORE SCHOOL:** If your child(ren) arrive before 7:45 am, it is necessary to walk them into the Nursery room and sign them in on the computer. The Nursery room/Extended Care office will be open at 7:00 am daily. If you arrive prior to 7:00 am, you will be charged \$3.00 per child, per quarter hour prior to 7:00 am. If you arrive between 7:00 am and 7:45 am and you are not enrolled into the Extended Care program, you will be charged the daily drop in rate \$3.00, which is due the day of service. If you arrive after 7:45 am, please escort your child(ren) into the gym located on the West side of the church and North of the school; **they will still need to be signed in through the computer. Please sign in your child each day by walking your child into the building and signing them in on the computer located in the Nursery/Extended Care office.** \_\_\_\_\_ **(please initial)**

**AFTER SCHOOL:** The children, depending on their age group, will be escorted from the classroom to either the Nursery or gym and placed in our care after classes are dismissed. We will take attendance, serve a snack (in the gym) then supervise planned activities that are age appropriate.

The different age groups are divided as follows:

- Pre-School (3 years old), Pre-K (4 years old)
- K-8<sup>th</sup> will first gather in the gym then will be divided as follows:
  - Study Hall (after exercise and snack 3:45pm-5pm):
  - Those who have completed study hall or do not choose to attend study hall will go to their proper age groups and activities.

**Please come to the Extended Care office to pick up your child and sign them out at the computer. Your child must be signed out prior to leaving.** \_\_\_\_\_ **(please initial)**

**\*\*\*EXTENDED CARE TUITION:**

**Monthly fees are due by the FIRST of each month and must be paid on time; if not paid by the 5<sup>th</sup>, a \$25 late fee will be applied on the 6<sup>th</sup>. No Cash will be accepted; proper payment (check, money order or credit card) must be received by the 5<sup>th</sup> in order to avoid the late fee.** Any non-sufficient fund payments will need to be paid prior to the following month or late fees will be applied, as stated above. All payments should only be given to the Extended Care Director. In the Director's absence, you may leave it in the drop off area on the director's desk; please see director for this location. You may choose to have the tuition drafted on the 15<sup>th</sup> of each month (please see the Director to obtain a form). **If you need to change your enrollment option, this must be submitted in writing at least two weeks prior to the first of the month; otherwise your request could be denied.** The enrollment option selected allows your family to use the extended care service daily on scheduled school days. Attendance will be monitored by the sign-in/out data. \_\_\_\_\_ **(please initial)**

**\*IF YOUR CHILD SHOULD REMAIN IN OUR CARE AFTER 6PM, A LATE FEE OF \*\$20.00\* PER CHILD, PER QUARTER HOUR WILL BE CHARGED AND PAYABLE AT TIME OF PICK UP. \_\_\_\_\_ (please initial)**

**PARENT INFORMATION:** The location is to the Left of the check in/out computer. Please check this area each day and take any information that may be available. Full-day care information and sign up will be in this area as well. \_\_\_\_\_ **(please initial)**

**RULES & GUIDELINES: Each adult and child is to treat each other with respect.** The children are to keep hands and feet to themselves at **all** times. We expect the children to follow the rules & guidelines set forth in the student handbook concerning their behavior and conduct. The school reserves the right to determine, at their discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or could lead to dismissal from our program. Our goal is to not have conduct problems. We all know how things can sometimes happen, and for the benefit of everyone, we hope to keep this to a minimum. \_\_\_\_\_ **(please initial)**

**PICK-UP:** We ask that the **parents pick up the child(ren) instead of siblings** unless it is at your specific request and an arrangement has been made by you in writing and is on file. **Parents need to sign their child(ren) out each afternoon when picking them up.** Your fingerprint is required to do so; this must be used to properly sign out your child. For safety purposes, it is best to have each person authorized for pick up to have their fingerprint scanned, unless it is an exception in which you would notify the Director. Your fingerprint will be scanned when you sign up or on the first day of school, if you do not already have one. We also ask that you list the people other than yourself authorized for pick up on the enrollment form. Should someone need to pick up your child(ren) other than yourself, please send a note or call the Extended Care office at 405-751-7115 Ext. 118.

**Please return the completed application to the Extended Care Office/ Nursery room along with the registration form completed (on reverse side) and the first month's fee as soon as possible. If you have any questions, please call 405-751-7115 Ext. 118. \_\_\_\_\_ (please initial)**

**Yes, I am in agreement with the above stated guidelines and I agree to pay according to the option that was selected. I also understand that if my account is over due by more than two months, my child(ren) may be removed from the program until the matter is rectified.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**ENROLLMENT INFORMATION**

**PLEASE TYPE OR PRINT CLEARLY**

PARENTS NAMES: MOM- \_\_\_\_\_ DAD- \_\_\_\_\_

MARRIED OR DIVORCED

IF DIVORCED, PLEASE INDICATE IF YOU WOULD LIKE INDIVIDUAL ACCOUNTS: YES OR NO (THIS HAS TO BE SPECIFIED PRIOR TO THE FIRST OF THE MONTH)

IF SO, INDICATE HOW YOU WOULD LIKE IT DIVIDED: 50%-50% \_\_\_\_\_ 60%-40% \_\_\_\_\_ OR OTHER: \_\_\_\_\_

**MOM-**

HOME PHONE: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_ PLACE OF EMPLOYMENT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

LINCENSE PLATE NUMBER: \_\_\_\_\_ MAKE, MODEL & COLOR OF CAR: \_\_\_\_\_

**DAD-**

HOME PHONE: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_ PLACE OF EMPLOYMENT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

LINCENSE PLATE NUMBER: \_\_\_\_\_ MAKE, MODEL & COLOR OF CAR: \_\_\_\_\_

**\*This section must be complete; do not leave any portion blank.**

CHILD'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ GRADE: \_\_\_\_\_ TEACHER: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ GRADE: \_\_\_\_\_ TEACHER: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ GRADE: \_\_\_\_\_ TEACHER: \_\_\_\_\_

DOCTOR'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_ INSURANCE CARRIER: \_\_\_\_\_

PLEASE LIST THREE PEOPLE WHO WILL BE ELIGIBLE TO PICK UP YOUR CHILD WITH YOUR AUTHORIZATION. PLEASE INCLUDE THE RELATIONSHIP, TELEPHONE NUMBER AND DRIVER'S LICENSE NUMBER:

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ DL#: \_\_\_\_\_ PHONE#: \_\_\_\_\_

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ DL#: \_\_\_\_\_ PHONE#: \_\_\_\_\_

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ DL#: \_\_\_\_\_ PHONE#: \_\_\_\_\_

I HEREBY AUTHORIZE THE CAREGIVERS OF THE ST. EUGENE CATHOLIC SCHOOL EXTENDED CARE PROGRAM TO SUPERVISE MY CHILD. I AGREE TO THE POLICIES AND GUIDELINES OF THIS PROGRAM. I RELEASE FROM LIABILITY, ST. EUGENE CHURCH, SCHOOL AND THE ARCHDIOCESE OF OKLAHOMA CITY FROM ANY CLAIMS OR LEGAL ACTION. IN CASE OF INJURY, AT THE DISCRETION OF THE DIRECTOR, MY CHILD MAY BE TAKEN TO A HOSPITAL AND I UNDERSTAND THAT I WILL BE NOTIFIED AS SOON AS POSSIBLE.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

PACKAGE OPTION CHOSEN:

**FULL- AM PM COMBO**

**3-DAY- AM PM COMBO**

**2-DAY- AM PM COMBO**

**DROP-IN AM PM**

ENROLLMENT FEE PAID? \_\_\_\_\_ AMOUNT: \_\_\_\_\_ DATE: \_\_\_\_\_ METHOD: \_\_\_\_\_

**Payment(s) can be made: Check / Cash / Credit Card**

**NOTES:**