

St. Patrick Catholic School Extended Daycare Program

Telephone: (760) 529-1014

email: alatasa@stpaddys.org

ID#27-3936338

Welcome to Daycare. We look forward to seeing some familiar faces and getting acquainted with new ones. Along with this letter, you will find the Daycare Program Fees Form, the Daycare Registration Form, the Daycare Guidelines for Admission and Use Form, Rules and Procedures for Daycare Students Form, and the Daycare Emergency information Form. Please read, sign and return **FOUR** forms to the office as soon as possible so we can make necessary arrangements for your child. Please mark the envelope: **Attention Daycare.**

There will be morning daycare on the first day of school. Morning daycare is held in room 4A from 6:45-7:30am. **Please note that the first day of school is a half day and your child will need to bring his/her own lunch to school.** Your child will eat lunch at the lunch tables and be dismissed for play. Snacks are provided at 2:45 and again at 4:30. All grades, except kindergarten, are required to do homework from 3:30-4:30 on regular full days. If they have not completed their homework by 4:30, they are required to finish it after their 4:30 snack. Half days are more flexible and we will provide an opportunity for all children to get their homework completed. We offer games, arts and crafts, movies, and most importantly a safe and fun-filled environment for your child. We also have special themes throughout the year such as: "Root Beer Float Day" and "Water Day".

Daycare Central is in the breezeway between 5A and 6A. In this area you will find a drop-off box for payments, special announcements, and all of your child's belongings. The sign out book will be located in Room 6B or outside by the playground.

Please note that the Daycare has a one-time registration fee of only \$25.00 **per new family.** This fee is for the duration of your child's stay at daycare. **Contracted families are encouraged to set up automatic billing for payment.** Please see the Daycare Fee Form for instructions on how to do this.

The Daycare Program has its own telephone number which you will find above. This number is only to be used between 2:45 p.m. and 6:00 p.m. Please leave all other messages before 2:45 at the school office. **A PHONE CALL OR NOTE IS NEEDED FOR ALL SPECIAL PICKUP ARRANGEMENTS OR LAST MINUTE LATE ARRIVALS. A PHONE CALL IS THE ONLY WAY TO CONTACT FOR EMERGENCIES. DO NOT EMAIL EMERGENCY INFORMATION!**

We are pleased to welcome everyone to an exciting new year and look forward to spending time with your children.

Sincerely,

Your Daycare Staff,

Mrs. Annette Latasa, Daycare Administrator

Mrs. Joan DeCottes, 4A Teacher

Mrs. Irma Garibay, aide

Mrs. Anne Granahan, Health Tech

Mrs. Sandy Hammond, aide

Mrs. Karen Hoyle, 5A Teacher

Mrs. Tiffany Mann, aide

Mrs. Rosa Morales, aide

Ms. Cynthia Orozco, Registrar

Mrs. Ledlie Richardson, 4B Teacher

Ms. Jennifer Tappin, 3B Teacher

St. Patrick Extended Daycare Program Fees

2011-2012

Registration Fee: (New families only) \$25.00

Monthly Payments

	1 Child	2 Children	3 Children
Full Time	\$255	\$350	\$390
4 Days	\$225	\$275	\$350
3 Days	\$180	\$230	\$275
2 Days	\$130	\$175	\$190

Morning (6:45-7:30) \$8.00 for one child \$12.00 for two children

Drop-off

This service is available for anyone who needs it. **All students not picked up by the designated pick up time will be signed in to Daycare. Please do not instruct your child not to sign into Daycare if you are not there to pick them up as this is not safe for your children.** St. Patrick students need to be supervised at all times.

\$10 if child remains for one hour or less

\$20 for one child after one hour

\$30 for two children after one hour

\$40 for three children after one hour

Important Information:

- Payments are **due on the first of each month**
- Payments received after the 5th will be charged a **\$25.00 late fee**
- **December and June are ½ payments for contracted families**
- There will be a \$25.00 fee for any check returned from the bank for insufficient funds or closure of the account.
- Please, no cash. Make all **checks payable to St. Patrick School Daycare. Contracted families are encouraged to sign up for automatic payment.** Please set up the account the following way: St. Patrick Daycare/ 3820 Pio Pico Dr., Carlsbad, CA 92008/Account Number = your last name
- **Daycare terminates at 6:00 p.m.** Fees are \$1.00 per minute after 6:00 p.m.

DAYCARE PHONE NUMBER: (760) 529-1014

St. Patrick Extended Daycare Registration Form

Dear Parents:

Please fill out the following form and return it to **St. Patrick School, Attention: Daycare**. Please include your one-time nonrefundable registration fee of \$25.00 for each **new** family. Make check payable to St. Patrick School Daycare. Thank you.

Name of Student(s) to be enrolled in the Daycare Program:

_____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

Parent Information

Mother _____

Address _____

Phone: Home _____ Work _____ Cell _____

Father _____

Address _____

Phone: Home _____ Work _____ Cell _____

Days Needed:

Please indicate what your contract needs are at this time. If your needs change throughout the school year, **changes will not be made until a formal request for change of contract has been received. This can be done by email to Cynthia Orozco at corozco@stpaddys.org.**

Contracted

_____ Full Time (after school)

_____ 4 days (after school)

_____ 3 days (after school)

_____ 2 days (after school)

Drop in

_____ Mornings

_____ Afterschool

St. Patrick Catholic School Extended Daycare

2011-2012

Guidelines for Admission and Use

- Students must be enrolled at St. Patrick Catholic School.
- Daycare **will not be provided** on days when school is not in session and on the following dates: **November 11, December 23, April 5, and June 15. Please mark your calendars accordingly.**
- **Morning Daycare:** 6:45-7:30 in room 4A. Parents must sign in their children. **Children on school grounds before 7:30 will automatically be signed into morning daycare.**
- **Afternoon Daycare:** 2:45-6:00p.m.(12:00-6:00p.m. on half days) **Parents must sign their children out of the program each day** unless a walk home agreement has been signed. No child may sign themselves out.
- **Emergency Cards must have all authorized adults listed who have permission to sign your child out.** Persons other than you will need to show I.D. before we release a child to them. If another person is to pick up your child, a note giving authorization must be sent in. Information on these cards must be current. Please notify Daycare staff immediately of any changes.
- Daycare will not be responsible for loss or damage to personal items.
- **For contracted families, payment is due the first of each month.** You will not be billed except for morning daycare or in cases of emergency drop-offs. Payments received after the 5th of the month will be charged a \$25.00 late fee. Checks returned for insufficient funds will be charged a \$25.00 fee. December and June fees will be half the normal monthly fee. Failure to pay the fees will result in termination of Daycare services. No fee reduction is given for a child's absences.
- Drop in will be billed monthly and money is due within three days of receipt of bill.
- **No cell phones allowed** by students unless by permission.
- Students are not allowed to do their homework before 3:30 unless written permission is provided by a parent.
- Children may be removed from the Daycare program if his/her behavior and/or actions endanger the safety of themselves or others.

The Daycare staff has requests to make of you, the parents, so as to help make your children's time spent with us even more enjoyable.

- The children look forward to your arrival to pick them up. Please call the Daycare phone if you are going to be later than usual so we may tell your child and not have them worry unnecessarily.
- Your child has not seen you since the morning and wants to greet you when you arrive. Please do not be on your cell phone when you come to pick up your child. This sends a negative message to your child. Please give them all of your attention with a hug and a smile. Please put them first over the call.
- As we are trying to teach responsibility to your children. Therefore, we ask when you leave, your child clean up his/her area and carry his/her own backpack. They do not need you to do this as this is their responsibility.
- Please do not tell your child to remain on the playground as you come in to sign them out. They should stop whatever they are doing and come in with you and get ready to go home.
- **For liability reasons, younger siblings are not allowed to play on the playground equipment.** The Day-care staff is legally responsible for the students enrolled in the program and cannot be liable for any injuries which may occur to siblings not enrolled in the program.
- It is imperative that you sign out your child. Please do not send someone in to do this. This is for liability reasons.
- Please say or wave good-bye to a Daycare staff member before you leave the property with your child.

I, the undersigned, have enrolled the student(s) _____

in the St. Patrick Catholic School Extended Daycare Program for the 2011-2012 school year. I have read the guidelines and fee schedule and agree to all terms and conditions. I agree to uphold the standards of the school and the named students will comply with the Extended Daycare Program's regulations and guidelines, which are the same as stated in the school handbook. I also understand that failure to do so will result in the termination of the students from the extended Daycare program.

_____ Date _____

Parent Signature

Rules and Procedures for Daycare Students

2:45 Take your backpacks directly to the lunch tables. Junior high students may place their backpacks on the hooks outside room 5A, Mrs. Hoyle's room.

Sign in and get in line for snack.

Be seated and eat your snack at the lunch tables as you do for lunch. There is no running around at this time. **Students must stay in the designated daycare area** at this time since it is imperative that we take an accurate attendance. This is not possible if students are running around and can't be located. When the bell rings, you will be dismissed to play.

3:30 Wash your hands, get your backpacks, and line up by Daycare Central for the tutorial hour.

You are to complete your homework. Teachers and staff are there to help you. Do not be shy in asking for help. They are there for your needs.

4:30 Snack at lunch tables. If you are finished with homework, put backpack on hooks outside classrooms. If homework is not completed, you are to continue in designated classroom after you finish your snack.

REMEMBER:

- Apply same rules as school hours including playground and cell phone usage.
- You need to get permission whenever you leave a room. It is very important that we know where you are at all times.
- You are **never** to touch anything on the teacher's desk or work tables. You are to leave any property in the classroom untouched. You may use all the materials at your disposal in Daycare Central.
- When you are finished playing a game, **please pick up after yourself**. Put things away neatly. Make sure all pieces to a game are picked up.
- Please be aware of the safety of other students. No running in classrooms.
- Computer use will be timed when there are people waiting.
- You are **NEVER** to go behind the school buildings or leave the school grounds. Please stay in the designated Daycare areas.
- All behavior infractions during Daycare will be reported to the classroom teacher.
- Have fun but let us be safe. Look out for each other as well as include each other in the activities you choose to do.

I have received and read the Daycare rules

Parent Signature/Date

Student Signature/Date

Parent Signature/Date

Student Signature/Date

St. Patrick Catholic School Extended Daycare

EMERGENCY INFORMATION

2011-2012

Family Name _____

Home Address _____

Children's Name(s)	Grade	Allergies/Medications
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Mother's Name _____

Home Phone _____ Work Phone _____ Cell Phone _____

Father's Name _____

Home Phone _____ Work Phone _____ Cell Phone _____

Stepmother's Name _____

Home Phone _____ Work Phone _____ Cell Phone _____

Stepfather's Name _____

Home Phone _____ Work Phone _____ Cell Phone _____

Please name all persons who may pick up your child other than listed above.

_____ Phone: _____

Name/Relationship

_____ Phone: _____

Name/Relationship

_____ Phone: _____

Name/Relationship

_____ Phone: _____

Name/Relationship

_____ Phone: _____

Name/Relationship

_____ Phone: _____

Name/Relationship

Doctor's Name _____ Phone _____

Consent:

I understand that Daycare does not assume responsibility for payment of a physician. In an emergency, Day-care may choose a physician.

Parent Signature

Date