



## Extended Daycare Program

Holy Trinity School will once again be providing extended daycare for our students for the 2017 - 2018 school year.

Our program provides care for students from 7:00am – 7:30am at no charge and from dismissal through 6:00 p.m. daily for a fee. For safety reasons, **no students may be on campus unsupervised before 7:00am or after 3:15 p.m. Tuesday through Friday, and 1:15 on Mondays.** Students remaining on campus after 3:15 p.m. and 1:15 respectively will automatically be checked in to daycare. Parents will be asked to park and sign out their child in the Daycare Room. Only parents or those designated as emergency contacts may sign out a child from Daycare.

Students attending classroom tutoring, detention, athletic practices or other school sponsored programs will be signed into daycare if they are not picked up immediately at the end of the program. For the safety of our children, all students must be either supervised by their own parents or by a staff member of the school at all times.

Families will be billed by the school for after school daycare at the end of each month. Billing will be based strictly on the number of hours spent in daycare. The rate is \$5/hour for one child - \$7.50/hour for 2 or more children in the same family. The family will be billed for the number of hours up to a maximum charge of \$175 for one child or \$200 for two or more children in the same family.

Daycare services begin the 2<sup>nd</sup> day of school. Please take the time to fill out a registration form now as no child can be admitted to the program without this signed contract.

Any questions?

Contact the school office – (323) 663-2064

## HTS EXTENDED DAYCARE CONTRACT

I understand that Holy Trinity School Extended Daycare is available only on days when school is in session. The hours are from dismissal until 6:00 p.m. I realize that the program is designed to provide supervision for students whose parents need the service.

**As a Parent, I understand and agree to:**

- ✓ Personally sign my student out each day. I understand that only those adults listed may pick up and sign out my child unless I send a written permission slip specifying otherwise.
- ✓ Acknowledge that if I fail to document the time I check my child out, I will be billed for a 6pm check-out time on that day.
- ✓ Pay the fee of \$5.00 per hour for one child or \$7.50 per hour for two or more children. Families are billed hourly up to a maximum of \$175 / month for 1 child and \$200 / month for 2 or more children for the monthly contract rate.
- ✓ Be billed once a month along with my tuition billing and acknowledge that my payment is due upon receipt of billing.
- ✓ Acknowledge the fact that if the amount due for child care is not paid in conjunction with my monthly tuition billing statement, I will be assessed a late fee of \$25.
- ✓ Acknowledge that because daycare is a self-supporting program, failing to meet these financial obligations can jeopardize my ability to keep my child/children in this program.
- ✓ Pick up my child/children no later than 6:00 p.m. and realize that fees for pick up after 6:00p.m. will be \$5 for the first 15 minutes and \$10 fee for each additional 15-minute period after that, no exceptions.
- ✓ Acknowledge that frequent late pick-up's can be grounds for terminating my child/children's participation in the program.
- ✓ Acknowledge that this contract, signed and dated must be on file in the school office in order for my child/children to be able to attend Daycare.
- ✓ Acknowledge that this contract is in force for the 2017 - 2018 school year.

I have discussed the daycare rules with my child/children and agree to abide by the rules, expectations and directions given by the administration and Daycare staff. Please enroll my children in the Daycare program; I have listed their name and grade below:

Name	Grade
Name	Grade
Name	Grade
Name	Grade

I agree to not hold the Archdiocese, Holy Trinity School, and/or any agents, employees and volunteers responsible for any loss or liability arising from their duties and responsibilities within the Extended Daycare (EDC) program as such related to the child/children listed in this agreement.

Signature of Parent/Guardian	Date
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# HTS EXTENDED DAYCARE REGISTRATION 2017 - 2018

- 1) Student's Name: \_\_\_\_\_ Grade.: \_\_\_\_\_  
First and Last.
- 2) Student's Name: \_\_\_\_\_ Grade.: \_\_\_\_\_  
First and Last.
- 3) Student's Name: \_\_\_\_\_ Grade.: \_\_\_\_\_  
First and Last.
- 4) Student's Name: \_\_\_\_\_ Grade.: \_\_\_\_\_  
First and Last.

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

Home Telephone # \_\_\_\_\_

Father's Name \_\_\_\_\_

Work Telephone # \_\_\_\_\_ Cell Telephone# \_\_\_\_\_

Mother's Name \_\_\_\_\_

Work Telephone # \_\_\_\_\_ Cell Telephone# \_\_\_\_\_

Other Emergency Contact Name: \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell Telephone # \_\_\_\_\_

Other Emergency Contact Name: \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell Telephone # \_\_\_\_\_

Known allergies or other important health information: \_\_\_\_\_

The following are the names and telephone numbers of the persons I authorize to pick up my child/children from the Extended Daycare program. These individuals may also be called upon in case of an emergency should the individuals in charge not be able to reach me. I understand that my child will **not** be released to anyone other than the parents and emergency contacts listed above – or - those individuals listed below without my express **written** authorization.

\_\_\_\_\_  
Name Phone # Relationship

\_\_\_\_\_  
Name Phone # Relationship

\_\_\_\_\_  
Name Phone # Relationship

\_\_\_\_\_  
Name Phone # Relationship