



**Holy Spirit
Child Care,
ELF,
and
Pre-K
Handbook
2019 – 2020**

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Welcome

Holy Spirit Child Care and ELF program, which is under the direct operation of Holy Spirit Catholic School, serves the children of Holy Spirit Catholic School and their younger siblings. Our intent is to provide your child with an affordable, fun, and safe program where children are cared for by a team of qualified staff.

The Preschool and Pre-K programs integrate the following:

- Spiritual, social, emotional, physical, and academic development
- Fun and friendship
- Center Based Learning Activities – Learning through play
- Art
- Cooking
- Music, Library, Physical Education
- Field Trips
- A safe, nurturing, and structured environment

The Before and After School Program incorporates the following:

- Spiritual Development
- Fun and friendship
- Recreational activities
- A safe, nurturing, and structured environment
- Creativity
- Homework support
- Opportunities to develop social skills
- Nutritious snacks

Each child will be treated with and should display a spirit of fair play and true justice at all times. All children at Holy Spirit are expected to conduct themselves in a positive manner: respecting themselves, classmates, supervisors, equipment, and all with whom they come in contact.

Our developmentally appropriate children's activities and learning centers will be used to further each child's growth. Catholic teachings, beliefs, and practices will be integrated into all parts of the day, as well as social skills which will assist children in becoming productive members of our community.

Please feel free to ask the principal, the director, or any of the staff, if you have questions about this handbook or would like to have it more fully explained.

Hours and Days of Operation

The Child Care Program is Monday through Friday, opening at 7:30 a.m. and closing at 6:00 pm. We close for state holidays, staff in-service/development days, and emergency closures. Some child care day closures are dependent on the number of students who sign up for those days.

Licensing

The program is licensed by the City of Pocatello. Each staff member is licensed by the City of Pocatello, as well. This entails a background check through the Pocatello Police Department. All aspects of our program including administration, facility, curriculum, health, and safety practices are annually inspected by the Fire Department and the Southeastern Health Department.

Our Program Goals

1. We create an environment that fosters a respect for all life.
2. We strive to create a program that supports the growth of each child in their spiritual, emotional, physical, psychological, cognitive, and social development as he or she becomes who God is calling him/her to be.
3. We encourage each child to try new things, ask questions, and be responsible for his/her own learning process.
4. We want children to be confident, independent, cooperative and eager to learn. Therefore, we provide experiences that offer opportunities, with the support of the teachers when needed, to develop problem-solving skills, communication skills, and respect for one's self and for others.
5. We want to create a safe and healthy environment for children. We believe in practicing the best practices in child health, safety, and nutrition and believe that it is an integral part of the program.

Staff

The program meets or exceeds the state's required ratios of 1:12 preschoolers/students at all times. All professional teaching staff have a *minimum* of 12 hours of training in Early Childhood Development through the IdahoSTARS training program and will continue to obtain 12 hours of continuing Early Childhood training annually. The director, Sister Paul Mary Dreger, FSE, has a Master's degree in Early Childhood Education with an emphasis in Special Education and over 25 years of experience.

Your child's teachers will be in the room to greet and set the tone for the day during the important morning hours, and to assist with the transition from School to home in the equally important afternoon hours as well. For the school aged students, the teachers will assist in picking up your child from his/her classroom after school hours.

Typical Daily Schedule

See Appendix A for preschool, Appendix B for Pre-kindergarten, and Appendix C for before and after school schedules. The schedules are only a guide, and times vary to meet the children's unique developmental needs, as well as the planned activities.

Enrollment

For the three-year-old program, your child must be three before his/her entrance into the program and fully potty trained.

Upon entrance into the program, the following information must be completed and turned in before your child can be at the school without a parent present:

- Copy of valid Birth Certificate
- Copy of current Immunization records
- Registration/Emergency forms
- Tuition contract signed
- Information Sheet
- Kinderlime App downloaded and your family signed up on the App

It is important that your phone number and emergency contact phone numbers are kept current. Please remember to inform the staff (in writing) when any of these changes occur.

Billing Rates and Fees

For every family, a financial contract is drawn up stating tuition rates and dates of enrollment and withdrawal. This becomes your monthly financial commitment for school/childcare services. It is due on the 30th of each month prior to the month of service.

Failure to meet contract payments can result in termination of childcare services, dis-enrollment from academic programs, or collection actions. The patron is responsible for all costs incurred in any attempt to collect delinquent accounts. Students with unpaid childcare fees are prohibited from registering, and a hold is placed on all Holy Spirit records until the account is cleared.

We allow one leave of absence of up to two weeks during the summer. A leave of absence or extended vacation leave must be reported in writing at least two weeks prior to absence. There will be no credit or refund for missed days (absences) or closures, which are planned or unplanned, due to illness, weather, or any other circumstances.

If you receive assistance through ICCP, you must keep your fee balance current. Please remember that you are responsible to pay the portion that ICCP does not cover.

If you have any questions about payments or transactions, please contact Robin in the business office, 208.232.7142.

Please see Appendix D for correct fees and charges.

Arrival/Pick Up

When you arrive and leave the school, it is required that you sign your child using the *Kinderlime Online Platform*. This program gives **each authorized person a unique four-digit number**. It is important that each person knows his/her unique number. It is the count for teachers when they leave the building on walks, fire drills, and emergency situations. Signing in gives us legal responsibility for your child and signing out is your taking back the legal responsibility for your child. The City of Pocatello and the Southeastern Health Department both require this account.

When another adult will be picking up your child, be certain that you have added that person on Kinderlime, given him/her a unique four-digit number, and have informed our staff. Please provide that pick-up person's telephone number. We cannot release a child to anyone who has not been authorized by the parent or guardian to pick up his or her child. Any new person picking up your child should be prepared to show a picture ID. Also, it is our policy not to release children to any person under the age of 18.

If a person, authorized or unauthorized, arrives to pick up a child but appears to be seriously ill or under the influence of drugs or alcohol, we will offer to call someone else on the child's emergency pick-up list or request Pocatello Police assistance to evaluate the situation and decide how to get the child home safely. Information about persons expressly not allowed to pick up your child should be included in your registration information. In some cases, a court order may need to be provided.

Late Pick-ups

The Holy Spirit Child Care Program closes at 6:00 PM. Please plan to arrive a few minutes before to allow yourselves and your children a time to gather belongings and use the washroom before taking your children home. The supervisors will do their part to ensure that children are ready to go. If you cannot avoid being late, please call the school as soon as possible. The fee for late pick up is \$1.00 per minute. After three times being late, the fee increases to \$5.00 per minute. Kinderlime will allow us to keep track of this more closely. You will be billed accordingly.

If a child remains thirty minutes after closing and we are unable to reach the parents/guardians or the emergency pick up designees, the Pocatello Police will be notified for assistance.

Communication with Teachers and Staff

We are committed to keeping lines of communication as open as possible. We use Kinderlime and Fast Direct email to communicate information to you. **Please check it daily**. When necessary, we will communicate directly in person or by a phone call. Important general information appears in the weekly newsletter.

We will post sign-up sheets on Kinderlime for care during break and holiday weeks. We would like to know whether your child would be attending the program during break and holiday weeks so that we can better plan for meals and staffing needs, as well as assess the financial feasibility of remaining open on those days. Therefore, **if you sign up for these days and do not show up, you will be charged \$50.00 for each day even if you do not attend that day, unless you give at least a 24-hour notification of the absence.** Accurate information such as this allows us to keep our costs to a minimum and therefore keeps tuition costs down for families.

Adult Conduct Policy / Safe Environment

It is important that everyone in our school have a safe environment where they are protected and know they will be treated with respect and consideration. While in the school, please conduct yourself in ways that help all children and adults feel safe.

Please do NOT ...

- Use, or threaten any form of corporal punishment at the school or anywhere on the property.
- Smoke at the school or anywhere on the property.
- Come to the school under the influence of alcohol or drugs.

Please do ...

- Speak in a friendly, calm voice.
- Be respectful when speaking with your child, staff, or other people's children and their families.
- Supervise your child from the car to the classroom and classroom to car.
- If you see a child other than your own being hurtful or unsafe, inform the teacher and allow the lead staff to intervene.

All parents or guardians who wish to volunteer in the classroom or drive students on field trips are required to attend a Safe Environment Training for the Diocese of Boise, watch a training video, and submit to a background check. This is a mandate from the diocese and is not an option for volunteers. The Catholic Diocese of Boise and Holy Spirit Catholic School is committed to keeping all children safe, and we appreciate your cooperation with this matter. Please contact Andrea Gumm at gumman@hscsidaho.org or 208.870.8751 for more information.

Child Protective Services

Licensed childcare providers and their staff are required by Idaho State Law to report suspected incidents of abuse and neglect. In doing so they have civil immunity under the law for good faith reporting. Failure to report can result in a gross misdemeanor charge.

Babysitting

If you wish to employ a member of the staff to provide care for your child either after hours or away from the School, it is a private agreement between you and the staff member. Holy Spirit Catholic School holds no liability for the staff member during this time.

Parent - Teacher Committee (PTC)

The PTC Board meets once per month. The general all parent PTC meetings occur a few times during the school year. This is a wonderful opportunity for parents to meet one another, receive updates about the school, and share opinions about the school. All parent PTC meetings will be announced in newsletters and other communication channels. Please join us for these meetings.

What to Wear for Preschoolers

Children should wear clothes that are comfortable, washable, and appropriate for outdoors and messy play. Elastic waistbands work the best. Please try not to use belts, as they are difficult at bathroom time. Please have them wear closed toe shoes, preferably tennis shoes or something similar. **No flip-flops.** They must be able to run and play in these shoes.

Girls wearing dresses need to wear shorts or tights under the dresses. Shirts need to have sleeves (no halter-tops or tank tops). Shorts may be worn before October 1st and after April 1st.

The school tries to use only water-soluble materials, but stains may still occur. Labeling helps us return your child's clothes if misplaced. Having an extra set of clothes in his/her backpack will help when accidents occur.

Please make sure your child is ready for the weather. Coats, hats, mittens/gloves, and boots are a must for cold, snowy days, as we will be outside during recess on most days.

What to Bring for Preschoolers

Please have an extra set of clothes for your child marked with his/her name in his/her backpack. If your child naps at the school, he/she may bring a small pillow, a small blanket, and a small stuffed animal. Please make them small as space is limited in the classroom. Please do NOT allow your child to bring in any other toys from home. We do not want them lost or damaged. If a child wears outdoor boots to school, please provide a pair of indoor shoes for the classroom.

Food Service

We offer a hot lunch program at an additional cost beyond the cost of tuition. You can send money to the school to put on your account or you can pay online. Our lunch menus are posted in each classroom and are available on our website.

For our preschool and pre-kindergarten programs, part of the cost of tuition is daily snacks, provided in the morning and afternoon. The students in the after-school program also will be offered a snack.

If your child has an allergy to a particular food, please make sure it is documented on the registration paperwork, as well as on Kinderlime. If it ever changes, please let us know immediately.

If you provide a cold lunch, please make sure that it does not need to be heated in a microwave or stored in a refrigerator.

Rest Time for Preschoolers

We promote rest time as a healthy habit. Sleep is a choice, but rest is not. If your child stays for the extended day program in the afternoon, everyone rests. It is a time to rest the body and relax the muscles so the brain and body can grow. It is also a time to rebuild the energy supply spent in the morning. Rest time is an opportunity for staff to spend some personal time with each child, sometimes rubbing his/her back, if the child wishes.

Health and Wellness

School professional staff is trained in First Aid/CPR, food handling, and procedures for preventing the spread of blood borne pathogens.

**Medication:* We give prescription and nonprescription medication after the parent has signed a medication release form. Prescription medications must be accompanied by a signed release form from a physician. Medication is kept in a locked box in the kitchen above the sink or the refrigerator and is given according to instructions on the label. Please do not store medication in your child's backpack.

**Sunscreen:* If you wish your child to wear sunscreen, please apply the long-lasting, waterproof kind in the morning before you come to the school. According to the *American Academy of Dermatology* (<https://www.aad.org/media/stats/prevention-and-care/sunscreen-faqs>), sunscreen is to be applied every two hours if the child is in the sun/outside. Therefore, you must fill out the Topical Ointment Permission Form for the staff to reapply sunscreen during the day with the sunscreen you provide. The spray on type is preferred to the lotion, as it covers better and is quicker to apply.

**Illness:* We conduct a daily health check as each child arrives at the school. You must keep your child at home if he or she has any of the following symptoms:

- Temperature of 100° F or higher
- Earache, sore throat, signs of irritability or confusion, or pain or fatigue that prevents participation in daily activities.
- Vomiting in the past 24 hours
- Diarrhea twice or more in the last 24 hours
- Rash that has not been determined to be non-contagious
- Yellow or Green discharge from eye(s)
- Lice or scabies (including nits, as we are "nit free zone")
- Short of breath, wheezing, or severe coughing
- Contagious disease, such as chicken pox, flu, pink eye, strep throat, etc.

Children who become ill during the day will be given a cot/mat to rest on, away from other children, until they are picked up. When your child returns after a contagious illness, we require a call or a note from your health care provider stating that your child is no longer contagious. They must be fever and medication free for 24 hours. We do not have extra staff to keep one child inside because he/she is sick. When a child is too ill to go outside or are too ill to participate in our program, he/she should remain home.

**Medical Accidents:* Professional staff is trained to handle minor illnesses and injuries. Major injuries or illnesses requiring more than first aid will be reported immediately to parents and staff will call 911, if necessary. If a child needs to be taken home and you cannot be reached, we will call your emergency contact numbers.

**Documentation:* All injuries, illness, and incidents are recorded on Kinderlime. If there is a form needing your signature, you will be notified when you pick up your child.

Bathroom Policy

Children must be fully potty trained to be a part of this program. This means that they are able to recognize when they need to use the bathroom and are able to be independent and not need any assistance in using the facilities. We understand that the occasional accident may occur. In the case of an accident, please provide the program with a change of clothes in your child's backpack, including a shirt, pants, underwear, and socks. Please dress your child in clothing that he or she can get in and out of easily. Please avoid tight clothing, belts, or button top pants.

If your child continues to have frequent accidents, we will discuss ways to meet his/her needs or options to help him/her. In some cases, the child may have to be removed from the program until he/she can use the bathroom independently.

Immunizations

Immunizing our children is a great way to keep them happy and healthy. To attend a licensed childcare facility in Idaho, a child must receive the required immunizations. This means a child has received all of the doses of each vaccine appropriate for the child's age. Parents/guardians must present their child's immunization record before the child's initial entrance into the program. If parents/guardians choose not to immunize, an exemption form must be filled out and returned before the child's initial entrance into the program. In the event of a vaccine-preventable disease for which your child is exempt, your child will be excluded from attendance in our program for the duration of the outbreak. We report communicable diseases to the local health department, and notify parents with notices on Kinderlime, through Fast Direct, and/or on the door. There is no refund in the event of an outbreak which requires exclusion from the program

Birthdays

We believe that every child is special. Therefore, we will celebrate your child's birthday at school. You are welcome to prepare a snack to be shared with her/his group at snack time or bring store bought treats, individually wrapped with list of ingredients on the label. We try to avoid serving sugary foods, but cupcakes or cookies are okay as birthday treats.

If you plan to have a home birthday party for your child please print names on the invitations and put them in their cubbies or backpacks. If you pass out invitations at school, then the whole class must be invited.

Extracurricular Activities

If your child is going to participate in any extracurricular activities, such as music lessons or sports, that the staff will be releasing them into, then a signed note must be provided to give us permission to do this. If it will be a regular event, then one note is sufficient for the year, unless anything changes.

Early Release Days

We must know in advance if your child will be attending child care on an Early Release day from school. This helps in having the appropriate amount of staff on hand to accommodate the number of children. There will be a sign-up sheet posted on Kinderlime. If you do not attend child care regularly, you must email the director of the program to inform him/her. **If you sign up for these days and do not show, you will be charged for them.**

Guiding Children's Behavior

Our goal is to help children behave in a responsible way, motivated from within themselves, rather than to please adults. The word "discipline" and "disciple" come from the same root, meaning, "to teach." We want to help children learn to make healthy choices for themselves, develop problem-solving skills, and embrace the basic human values of respect, trust, honesty, and caring for others. Our basic premise is that no one may hurt him or herself, hurt others, or destroy property.

We strive to provide children with familiar routines and a clear set of limits to help children feel emotionally secure and safe. The staff explains the reasons for rules with the children and follows the same rules in order to model the behaviors we encourage. We facilitate conflict resolution; communicating our requests and expectations in positive ways that influence children to cooperate.

Our goal in dealing with aggressive behavior is to attend to the needs of the person who has been hurt and then to attend to the needs of the aggressor by working through the issues. We place a great deal of emphasis on teaching empathy by focusing first on the victim, rather than teaching aggression by immediately focusing on the aggressor. However, we consistently monitor children who are hurting others, helping them work out their underlying feelings and plan better ways of solving their problem the next time.

The following consequences of inappropriate behavior are never used at the school, as well as being forbidden by law: corporal (physical) punishment, including striking a child with hand or an object, shaking, shoving, spanking or any form of aggressive contact, as well as any form of harsh, humiliating, belittling or degrading responses of any form including verbal, emotional, and physical abuse.

Consequences of Children's Inappropriate Behavior

We strive to use natural consequences for inappropriate behaviors. We respect normal developmental behaviors and address behaviors beyond the scope of what is appropriate for the child's developmental stage.

We occasionally use a *short* "breather" to help children calm down. It's a time apart from others to help him/her to calm down in order to be able to listen to directions or work through a problem.

Through clear, consistent teacher responses, we address a child's pattern of inappropriate behavior in an effort to name and bring to awareness the inappropriate behavior. Redirection and/or choices are offered to the child. Redirection is offered less often, as again, it teaches avoidance and does not teach skills to deal with situations.

If this proves ineffective, staff meet and discuss the child's difficulties and plan a program to assist the child. The difficulties and program are discussed with the child's family and then the program implemented. In some cases, this may include referral outside the school (i.e. counseling; developmental screening, etc.).

If a child is unable to regain self-control and requires more individual attention than can be given within child to staff ratios, we will contact a parent. In emergency situations, staff may use limited physical restraint when:

- Protecting self and others from physical injury
- Obtaining possession of a weapon or other dangerous object
- Protecting property from damage

Staff will document any incident involving the use of physical restraint and inform parents verbally and in writing.

If it becomes clear to the staff that the program is not able to meet the needs of a child, we will disenroll the child from care at the School.

Emergency Plans

We practice emergency preparedness with regular fire drills, as well as other emergency drills. The School is stocked with emergency supplies. For our monthly fire drills, we evacuate to the edge of the playgrounds just outside the building. If we must be evacuated from the building and the site, we will be at the Pocatello Senior Center or the Police Department.

When Holy Spirit Catholic School is closed due to inclement weather, we are closed as well. You will be notified of closures via Fast Direct. Also, you can tune into local TV news and/or radio stations that will announce the closure:

Local TV Stations: KIFI Ch. 8 – 233.888
 KPVI Ch. 6 – 234.6353
 Fox – 242.3826

Local Radio Stations: KORR 104 – 234.1290
 KZBQ - 234.1290
 KWIK - 233.4891
 Riverbend.com – 478.0117

THANK YOU FOR SHARING YOUR CHILDREN AND YOURSELVES WITH US!

Appendix A Preschool Schedule

8:00 a.m. - 9:00 a.m.	Discovery Centers
9:00 a.m. – 9:20 a.m.	Clean-up Story Time (Bathroom/Wash Hands)
9:20 a.m. - 9:35 a.m.	Snack
9:35 a.m. - 10:15 a.m.	Circle Time Music & Movement Activity for the Day
10:15 a.m. – 10:45 a.m.	Recess
10:45 a.m. – 11:00 a.m.	End of the Day Circle Time
11:00 a.m.	Dismissal for those leaving for the day
10:00 a.m. - 10:15 a.m. P.E. on Wednesday 9:45 a.m. – 10:15 a.m. Music Class on Thursday	

Appendix B

4-Year-Old Pre-K Schedule

Morning Session	7:55 a.m.	Doors Open
	8:00 a.m. – 9:00 a.m.	Discovery Centers
	9:00 a.m. – 9:20 a.m.	Clean-up - Story Time (Bathroom/Wash Hands)
	9:20 a.m. - 9:35 a.m.	Snack
	9:35 a.m. - 10:15 a.m.	Morning Meeting - Circle Time Activity for the Day
	10:15 a.m. – 10:45 a.m.	Recess
	10:45 a.m. – 11:00 a.m.	End of the Day Circle Time
	11:00 a.m.	Dismissal for those leaving for the day
	9:30 a.m. – 10:00 a.m. P.E. on Wednesday 10:10 a.m. – 10:40 a.m. Library on Wednesday 10:15 a.m. - 10:45 a.m. Music Class on Thursday	
Afternoon Session	11:55 a.m.	Doors Open
	12:00 p.m. – 1:00 p.m.	Discovery Centers
	1:00 p.m. – 1:20 p.m.	Clean-up - Story Time (Bathroom/Wash Hands)
	1:20 p.m. - 1:35 p.m.	Snack
	1:35 p.m. - 2:15 p.m.	Morning Meeting - Circle Time Activity for the Day
	2:15 p.m. – 2:45 p.m.	Recess
	2:45 p.m. – 3:00 p.m.	End of the Day Circle Time
	3:00 p.m.	Dismissal for those leaving for the day
	1:30 p.m. – 2:00 p.m. P.E. on Wednesday 12:10 p.m. – 12:40 p.m. Library on Wednesday 2:15 p.m. - 2:45 p.m. Music Class on Thursday	

Appendix C

Before School, Extended Care, After School Schedule

7:30 a.m. - 8:00 a.m.	Free Play
8:00 a.m. – 11:00 a.m. 8:00 a.m. – 2:45 p.m. 8:00 a.m. – 3:00 p.m. 12:00 p.m. – 3:00 a.m.	School Time (preschool & morning pre-K) School Time (K) School Time (1 st grade -8 th grade) School Time (afternoon pre-k)
Extended Care	
11:00 a.m. - 11:10 a.m.	Story Time (Bathroom/Wash Hands)
11:10 a.m. - 11:45 a.m.	Lunch
11:45 a.m. - 12:10 p.m.	Recess (Inside or Outside)
12:10 p.m. - 12:30 p.m.	Bathroom/Wash Hands
12:30 p.m. - 2:00 p.m.	Nap Time/Rest Time
2:00 p.m. - 2:15 p.m.	Snack
2:15 p.m. - 4:00 p.m.	Outdoor/Gym Free Play
<p>Pre-K and Kindergarten joins the program at 2:45 p.m. Grades 1 – 6 join at 3:00 p.m. They are offered a snack, then they play.</p>	
4:00 p.m. - 5:00 p.m.	<p>Homework Time for students first grade and older Free Play (Child Care Room)</p> <p>Discovery Centers for kindergarten, pre-kindergarten, and preschool students (ELF Room)</p>
5:00 p.m. - 6:00 p.m.	Free play until program closes at 6

Appendix D

Billing Rates and Fees for 2019 – 2020

Pre-Kindergarten <i>Only</i> 5 Days/Week 8:00 am -11:00 am OR 12:00 pm - 3:00pm	**\$ 2,980
Pre-Kindergarten with EC# 5 Days/Week 8:00 am – 3:00 pm	**\$ 3,500
Preschool <i>Only</i> 5 Days/Week 8:00 am – 11:00 am	**\$ 2,980
Preschool with EC 5 Days/Week 8:00 am – 3:00 pm	**\$ 3,500
Preschool <i>Only</i> 4 Days/Week 8:00 am – 11:00 am	\$ 2,500
Preschool with EC 4 Days/Week 8:00 am – 3:00 pm	\$ 3,000
Preschool <i>Only</i> 3 Days/Week 8:00 am – 11:00 am	\$ 2,000
Preschool with EC 3 Days/Week 8:00 am – 3:00 pm	\$ 2,300
Pre-Kindergarten or Preschool FULL DAY 5 Days/Week 7:30 am – 6:00 pm	**\$ 4,600

#EC = Extended Care

**ELF Tuition 5% off if you have another Child in the School

Before and After School Program

1 – 10 Hours/Month	\$75.00 / Month
11 – 20 Hours/Month	\$110.00 / Month
21 – 30 Hours/Month	\$125.00 / Month
31 – 40 Hours/Month	\$145.00 / Month
41 – 50 Hours/Month	\$160.00 / Month
51+ Hours/Month	\$175.00 / Month

Before School Care

7:30 a.m. – 8:00 a.m.

After School Care

2:45 p.m. – 6:00 p.m. for Ages 3 -12

REGISTRATION FEE

- \$200 per student

*Pre-registration fees paid will be deducted from total registration fees

*Registration fees are non-refundable

ADDITIONAL FEES YOU MAY INCUR:

- Each family is required to make a donation of \$50.00 or items of that value to the Dinner/Auction
- \$150.00 fee or 10 volunteer hours per family over the school year for ELF and Pre-kindergarten
- Each family is required to purchase \$500 in Scrip over the school year from the Parent Teacher Club. Scrip can be purchased for retailers, restaurants, etc. – this is not asking you to spend an additional \$500 it is just using Scrip when purchasing your groceries, gifts, etc.

Appendix E

Registration Agreement

In order to assure that parents/guardians clearly understand the procedures and policies of the school/program, we ask all parents to read the policies in this handbook and to check off the following items:

I understand that:

- I will notify the teachers if there is any change in daily schedule or pick-up routine.
- I will sign in and out using Kinderlime. (Older siblings under 18 years old are not to bring in or pick-up children.)
- I will keep children home with the following: those with fever, diarrhea or vomiting in previous 24-hour period. (Children too sick to participate in full program, including outside play, need to be kept at home.)
- I will send with my children a nutritious lunch to school each day or purchase hot lunch.
- I will have my children keep their toys at home.
- I will inform the school of changes in addresses, phone numbers, employment, emergency information, or any changes in family situations and change them on Kinderlime.
- I will pick-up my children before closing time at 6:00 p.m. If I am late, I understand that a late fee will be incurred.
- I will bring in written consent and instructions from the doctor for prescriptions medication so that they can be administered to a child at school.
- I understand that if, after a reasonable period of time, it is found that my child is unable to adjust to the program, the school reserves the right to request the withdrawal of the child(ren). This decision is left to the discretion of the school principal and the ELF director.
- I understand that I am expected to participate in my children's school experience and will be expected to volunteer at some school events (i.e. fundraisers, parties, field trips, etc.) for at least 10 hours per year.
- I agree to abide by all the rules and regulations of this document.

****Please remove this form from the handbook or print it, sign, date, and return to the Director before your child enters the program.**

Signature of Parent/Guardian: _____ Date: _____

Print Name: _____ Child's Name: _____