

St. Catherine Labouré School

Extended Day Care Program

2016-2017

Hours: 7:00 – 7:30 a.m. Before school
12:30 – 6:00 p.m. Early dismissal
3:15 – 6:00 p.m. Regular day

Director: Mrs. Terri Falco

Staff: Mrs. Trina Webb Mrs. Kristy Narey Mrs. Monty Chew
Mr. Matthew Duran Mrs. Cindy Thompson

Registration: \$25.00 per child or \$35.00 per family
Students may join the program at any time during the school year after paying the registration fee.

Daycare Fees:

- **Regular** rate is \$4.00 per hour (\$2.00 per hour for each additional sibling)
- Charges begin at 3:30 p.m. Any partial hour of 15 minutes or more will round up to an additional hour.
- Max charge for one day (3:30 – 6:00 p.m.) is \$10.00 (\$5.00 for each sibling)
- \$1.00 a minute late fee for children picked up after 6:00

- **Early Dismissal** charges begin at 12:45 p.m. Any partial hour of 15 minutes or more will round up to an additional hour. \$1.00 a minute late fee for children picked up after 6:00
- Max Charge for early dismiss day 12:45 – 6:00 is \$20.00 (\$10.00 for each sibling)
- \$1.00 a minute late fee for children picked up after 6:00

- **Drop-In** rate is \$5.00 per hour (\$2.50 for each sibling). Any student who is not a currently registered Day Care customer is considered a Drop- In. Any student dropped off prior to 7:30 a.m. or left after 3:30 p.m. is automatically sent to Day Care and is considered a Drop-In student, unless already registered.

Billing:

- Day Care bills are sent out from the school office by the third of each month for the previous month's daycare attendance
- Payments are due by the 10th of the month
- **A late charge of \$10.00 will be charged after the 10th of the month**
- *June fees will be projected on to the May Day Care bill*

Regular Daily Schedule:

Mornings: 7:00 – 7:30 a.m.

- Quiet reading, homework, or games

Afternoons: 3:30 – 6:00 p.m.

- 3:15 – 3:30 sign in
- 3:30 – 4:00 snack/outdoor free play
- 4:00 – 5:00 homework
- 5:00 – 5:45 outdoor free play/organized games
- 5:45 – 6:00 clean-up

Sign-In and Sign-Out procedures:

- All students must sign in with their assigned Day Care Supervisor
- Sign-in times will be noted for each student that comes in after 3:30 p.m.
- Parents must sign students out with the time noted and parent signature
- Charges for Day Care will be figured from these Sign-In/Out pages