EXTENDED DAYCARE PROGRAM
INFORMATION SHEET
2009-2010

Our primary purpose in offering this program is to provide a convenient service to the working parents of our school children. Our intention is to provide s safe environment along with a quality care program for the children.

Location:	*Holy Trinity School – Daycare*	
Eligibility:	*All students of Holy Trinity School. Grades K-8*	
Hours:	*School days*	*7:00 – 8:00 a.m.* *2:45 – 6 p.m.*
	Minimum days	*12:00 – 6:00 p.m.*

Sign In: *Children not picked up by 3:00 will be signed in at Daycare.*

Sign Out: *Only the parent, guardian or names listed may sign out your child(ren). Failure to pick up your child by 6:00 p.m. will result in a $1.00 per minute fee. The late charge must be paid immediately by the pick up person. Frequent lateness in picking up a child will be grounds for terminating the student's participation in the program. All children are to be picked up from the back gate.*

Phone: *(619) 447-4406*

Snacks: *Milk, chocolate milk, popsicles, and ice cream bars are available for a nominal cost.*

Calendar: *We follow the regular school calendar with the exception of the Wednesday before Thanksgiving, the last school day before Christmas and Easter Break, the Friday of Jamboree, and the last day of school. On these days, there will be no after school Daycare.*

Food: *Parents may provide a snack for their child. Lunch is not provided by Daycare.*

Rate: *$2.75 per hour. $200.00 maximum per month for the first child and a minimum of $2.75 per billing. After school time is charged beginning at dismissal with a minimum charge of 15 minutes.*
Discount for siblings:
The child with the most daycare hours will be billed at $2.75 per hour. The rest of the siblings will be billed at $2.25 per hour.

Discipline: *We will follow the school discipline program. Failure of a student to comply with the rules and discipline requirements of the school will be grounds for denial of further participation in the Daycare program.*

Payment Procedures: *All billing and payments will be processed monthly. Payment will be due upon receipt of bill.*

PARENTAL RESONSIBLITIES:

1. *Pick up or have your child(ren) picked up by 6:00 p.m. An authorized person MUST come in and sign out the child(ren) or the child(ren) will not be released.*
2. *Must sign a Daycare emergency card.*
3. *Please do not send any toys that promote violence.*