

**IMMACULATE CONCEPTION CATHOLIC SCHOOL**  
**EXTENDED DAY CARE HANDBOOK**  
**586-725-0078**

**ADMISSION POLICY:**

The extended day care program is a service for enrolled students in grades K – 8 at Immaculate Conception Catholic School.

**REGISTRATION:**

Every child must be registered to be part of the program. A registration form and emergency form and a copy of the Medical Treatment Release Form must be on file.

**FEES:**

A \$25.00 family registration fee is due at the time of registration.

2:41 – 4:00	\$5.00 (per child)
4:01 – 6:00	\$5.00 (per child)
Total	\$10.00 (2:41 – 6:00) (per child)

**SCHEDULE:**

Monday – Friday

2:41 – 4:00

4:01 – 6:00

Latchkey will be closed for holidays when the school is closed as specified in the school calendar.

Extended day care will be held in the multi-purpose room, gymnasium, and parish hall.

<p><b>The program ends at 6:00 p.m. sharp. If a student is not picked up by 6:00 p.m. the late fee will be \$1 for the first five minutes and \$1 per minute for every minute after 6:05 p.m.</b></p>
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You will receive a statement every two weeks. Payment is due the following Monday.

**ARRIVAL/DISMISSAL:**

Students participating in extended daycare (latch key) are to go directly to the multi-purpose room to sign in after school is dismissed. Parents must come into the building to sign out their child/ren. No student will be allowed to leave with another adult without written permission.

**\*\*NOTE\*\*** If your child is participating in sports or scouts during the p.m. session information must be given in writing at the time of enrollment and the adult in charge of each activity must sign out your student.

## **DISCIPLINE:**

Students are expected to adhere to the rules of conduct in the Immaculate Conception Catholic School Handbook and be cooperative and respectful at all times with all adults in charge and to other students. Parents will be notified if a child had difficulty functioning within these guidelines. Continuous misbehavior may result in the child being excluded from the program. At no time, will physical punishment be used.

## **HEALTH AND SAFETY:**

Tables are sanitized on a daily basis. Staff has been trained on OSHA procedures. In the event of a communicable disease parents are notified through the school office. If a child becomes ill at latchkey, parents will be called to come and pick the child up. Please be sure that your emergency card is always up to date.

## **SNACKS:**

**We do not provide snacks for the students. All students are encouraged to bring something for a snack. We ask that you to think of nutritious snacks such as fruit, vegetables, cheese/cracker, juice box, etc.**

## **RULES:**

1. All students must sign in each day.
2. Students with a snack must sit and eat in a designated area and will be responsible for their trash.
3. Students may not leave the room without permission.
4. Students may not wander the building.
5. Students are free to choose a game or use any of the designated equipment provided but must be responsible for putting games and equipment away when they are finished.
6. Students are expected to be respectful and cooperative with all adults and with each other.
7. Students are requested not to bring toys and equipment from home.
8. Students are expected to help maintain a clean and neat environment.

**IMMACULATE CONCEPTION CATHOLIC SCHOOL  
CHILDCARE REGISTRATION 2018/2019**

**Family name** \_\_\_\_\_

**Student names** \_\_\_\_\_ **Grade** \_\_\_\_\_

\_\_\_\_\_ **Grade** \_\_\_\_\_

\_\_\_\_\_ **Grade** \_\_\_\_\_

**Mother's name** \_\_\_\_\_ **Work #** \_\_\_\_\_

\_\_\_\_\_ **Cell #** \_\_\_\_\_

**Father's name** \_\_\_\_\_ **Work #** \_\_\_\_\_

\_\_\_\_\_ **Cell #** \_\_\_\_\_

**What days will you be utilizing latchkey?** \_\_\_\_\_

**Names of person authorized to pick-up your child/ren**

\_\_\_\_\_ **Phone #** \_\_\_\_\_

\_\_\_\_\_ **Phone #** \_\_\_\_\_

\_\_\_\_\_ **Phone #** \_\_\_\_\_

**Emergency Contact** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Allergies or medical conditions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\$25.00 Registration fee paid** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_