



# OUR LADY OF VICTORY SCHOOL

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## EXTENSION CARE APPLICATION FOR SCHOOL YEAR 2018-2019

Application Date \_\_\_\_\_ Requested Start Date \_\_\_\_\_

### FEES

Registration Fee .....\$40.00 per family      Date Registration received \_\_\_\_\_

Early Release Days ONLY Fee.....      Date Min Day received \_\_\_\_\_

Monthly Fee.....

### EXTENSION CARE SCHEDULE STUDENT INFORMATION

1<sup>st</sup> Child \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Morning Care

\_\_\_\_\_ After School Care    No. of days \_\_\_\_\_    Which days? \_\_\_\_\_

2<sup>nd</sup> Child \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Morning Care

\_\_\_\_\_ After School Care    No. of days \_\_\_\_\_    Which days? \_\_\_\_\_

3<sup>rd</sup> Child \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Morning Care

\_\_\_\_\_ After School Care    No. of days \_\_\_\_\_    Which days? \_\_\_\_\_

4<sup>th</sup> Child \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Morning Care

\_\_\_\_\_ After School Care    No. of days \_\_\_\_\_    Which days? \_\_\_\_\_

**Extension Care rates are monthly rates. Payments are due on the 5th of each month. Any payments received after the 15th is considered late. A \$15 late fee will be charged to all accounts that are received after the 15th of the month. There is no prorating for any month. There is a \$25 charge for any bounced checks. All holidays were taken into consideration when fees were determined. Drop in fees are \$10 per day per child for morning care and \$20 per day per child for After School Care. Drop in fees are due on the day of use. Children in Extension Care regularly must be registered. Two week notice needs to be given if it is necessary to change the number of days your child/ren will be in Extension Care.**

### POLICIES AND PROCEDURES

I read, initialed, and understand the EXTENSION CARE PROGRAM POLICIES AND PROCEDURES on the back of this application and agree to abide by them. I affirm to the best of my knowledge the above statements and information are true.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
Date Signed

## EXTENSION CARE HOURS AND FEES 2018-19

### HOURS OF OPERATION:

- Morning Care: 7:00A.M. – 7:30 A.M.
- After School Care: 3:00 PM – 6:00P.M.
- Early Release Days: Immediately after school – 6:00P.M.

**Dismissal Exceptions:** Extension Care closes at 1:00P.M. – Friday before Christmas Vacation, Holy Thursday, and the last day of school.

**Late Pick-up Fees:** Please note: Any child picked up after 6:00P.M. will be charged \$15.00.

### AFTER SCHOOL CARE – MONTHLY RATES

<u>DAYS</u>	<u>ONE CHILD</u>	<u>TWO CHILDREN</u>	<u>THREE CHILDREN</u>	<u>FOUR CHILDREN</u>
4-5	\$155	\$213	\$223	\$233
3	\$134	\$183	\$200	\$210
1-2	\$109	\$156	\$161	\$171

### MORNING CARE – MONTHLY RATES

Morning rates do not fluctuate based on the number of mornings a child attends during a week.

<u>ONE CHILD</u>	<u>TWO CHILDREN</u>	<u>THREE CHILDREN</u>	<u>FOUR CHILDREN</u>
\$40	\$50	\$60	\$70

### EARLY RELEASE DAYS ONLY

Charged yearly and must be paid in advance – no refunds

<u>ONE CHILD</u>	<u>TWO CHILDREN</u>	<u>THREE CHILDREN</u>	<u>FOUR CHILDREN</u>
\$190	\$240	\$290	\$315

### DROP IN RATES

Payment for drop in is due the day of use.

Morning Drop In: \$10.00 per day per student

After School Care Drop In: \$20.00 per day per student

### POLICIES AND PROCEDURES: \*\*Please initial on items 1-7\*\*

#### 1. FEES

\_\_\_\_\_ Payments are due on the 5<sup>th</sup> of the month. If payment is not received by the 15<sup>th</sup> of the month a \$15.00 late fee will be assessed. In the event the 15<sup>th</sup> falls on a weekend or holiday, payment must be received or postmarked before the 15<sup>th</sup>. Any fees not current two consecutive months in a row will result in services being terminated and your child(ren) will be dropped from the program. If a child is dropped from the program for non-payment, a re-enrollment fee of \$40.00 will be charged along with any unpaid fees before the child(ren) can be reinstated. No credit is given for non-attendance.

#### 2. LATE PICK-UP

\_\_\_\_\_ Parents picking up their child(ren) after 6:00P.M. will be charged a late fee of \$15.00. Payment is due next morning at drop off.

#### 3. DROPPING CHILD(REN) FROM PROGRAM

\_\_\_\_\_ If you plan to drop your child from the program, a two weeks written notice is to be turned in to the office in order to avoid having to pay the entire monthly fee. Fees will be pro-rated if two week drop notice is given. If no advance drop notice is given, the total monthly fee will be assessed.

#### 4. SCHEDULE CHANGES

\_\_\_\_\_ You are obligated to pay for any hours contracted. Changes in schedule for an upcoming month must be made in writing and turned in to the office at least two weeks prior. You may obtain a "Schedule Change" form from the office.

#### 5. FOOD/SNACKS:

\_\_\_\_\_ Children are not offered an after school snack. Please make sure to send your child(ren) with a snack if desired.

#### 6. ILLNESS and INJURIES:

\_\_\_\_\_ Should a child become ill, parents will be notified to promptly pick up their child. If a minor accident occurs, first aid procedures will be followed. In case of a serious accidental injury, we will make every attempt to contact you before calling 911, when and if appropriate, while continuing to administer basic first aid procedures. All non-routine incidents which result in corrective, preventative, investigative, safety or personnel procedures will be reported to the Diocese of Fresno using the General Liability Accident Report.

#### 7. MEDICATION:

\_\_\_\_\_ A student is not allowed to carry medication with him/her on the school grounds. Students who need inhalers or other medication must follow protocol established by the school.