



HOLY CROSS SCHOOL
MORNING & AFTER SCHOOL CARE PARENT INFORMATION

REGISTRATION

Families who wish to participate in the Before School and/or After School Care programs must fill out a registration form accompanied with a \$10.00 registration fee for each child attending. **The registration form provides our before and after care staff with emergency contact information as well as necessary medical information.**

STAFF

Our staff operates with a paid part-time staff, including a Director and personnel. Holy Cross seeks to hire personnel who have career goals in education, athletics, and performing arts to enhance the quality of the program or retired educators.

RATES

After School Care Fees	One Child	Two Children	Three Children
Hourly Rate	\$ 10.00	\$ 17.50	\$ 22.50

\$5/Hour for each additional child above three children.

The After School Care program at Holy Cross provides a safe, nurturing environment as well as organized activities for students in PreK 3(Three Year olds) through eighth grade from dismissal until 6:00 pm each school day. Activities include time set aside for homework, indoor and outdoor play, arts, crafts and games. Students can bring money to purchase snacks.

After School Care begins at 3:10 pm and ends at 6 pm in the school cafeteria. Families are billed per half hour. Invoices are emailed to parents and guardians and come from Intuit/Quickbooks. Please check your spam folder if you do not receive anything.

PICK UP AFTER 6PM

Each Student not picked up by 6pm will be charged an additional \$1.00 per minute for each minute after 6pm until picked up.

Before School Care Fees	First Child	Two Children	Three Children
Before 7 am	\$10.00	\$17.50	\$ 22.50
After 7am	\$5.00	\$8.75	\$11.25

Holy Cross School offers Before School Care for parents who have a need to drop off their child/children before 7:40 am. Before School Care begins at 6:30am in the cafeteria.

School Delays

In the event that the school day has a delay for weather or other emergency, Before Care will NOT be open.

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CONDUCT

All school rules and policies regarding behavior apply to the Before and After School Care. In cases of repeated or egregious misconduct, the student will not be permitted to continue in the Before and After Care programs.

CHILD/REN PICK UP

Only parent /guardian or authorized persons will be able to pick up your child(ren). Authorized persons are those listed on the Registration form. A photo ID will be required at initial pick-up for both the parent and authorized persons.

SNOW DAYS

In the event of an early school closing due to snow and other hazardous weather conditions, After Care will be open to provide two hours of coverage after the announced dismissal time. Example: School closes at 1pm, after care will be open until 3pm.

EMERGENCY PROCEDURES

In the case of an emergency, the Director and/or staff member will contact the parents/guardians using cell numbers first, then work and home numbers. In the event parents cannot be reached, emergency contact numbers will be used.

PAYMENTS

- Invoices payments are due upon receipt.
- Invoices will be emailed to guardians twice monthly through Intuit/QuickBooks, please check your inbox and spam folder for these itemized bills.
- ***Families with outstanding balances from a previous school year will not be permitted to use Before and Aftercare services until the balance has been paid in full. Families who have not made a payment after three consecutive billing cycles may be suspended from using services until payment is received.***



HOLY CROSS SCHOOL

BEFORE & AFTER SCHOOL CARE REGISTRATION

In order to participate in Before & After School Care, a \$10 registration fee PER CHILD and this form is required.

NOTE: All After School Care fees for the current school year must be paid in order to participate in *the Before/After School Care program for the following school year.*

FAMILY INFORMATION

Last Name:			Medical Conditions, Allergies, Medications:
Child #1 Name:	Grade:	Date of Birth:	
Child #2 Name:	Grade:	Date of Birth:	
Child #3 Name:	Grade:	Date of Birth:	
Child #4 Name:	Grade:	Date of Birth:	
Child #5 Name:	Grade:	Date of Birth:	

GUARDIAN INFORMATION

Name:	Name & Address of Employer:
Home Address:	Work Phone Number:
Home Phone Number:	Cell Phone Number:

GUARDIAN INFORMATION

Name:	Name & Address of Employer:
Home Address:	Work Phone Number:
Home Phone Number:	Cell Phone Number:

Please turn over



Person other than parent/guardian to be notified in an emergency situation when parents/guardians are not available:

Name: _____
Address: _____
Work Number: _____

Relation to child: _____
Home Number: _____
Cell Number: _____

AUTHORIZED PERSONS

The following persons are authorized to sign out your child from After Care. If someone other than the parent/guardian or authorized person listed below will be picking up your child, a note signed by the parent/guardian is required, along with a picture ID.

Please notify the After Care Director if the student is the subject of any potential controversy regarding custody or visitation.

1. _____ 2. _____
3. _____ 4. _____

SIGNATURES

We have read the attachment entitled Before & After School Care Information for Parents. We agree to the terms.

Parent/Guardian Date

Parent/Guardian Date

PAYMENT

Please submit your registration fee to:
Ms. Angela Bifferato, Director of School Operations
juniorhigh@holycrossdover.org
302-674-5787 x 132

Cash or Checks payable to Holy Cross School

Number of Children _____ X \$10.00	= \$ _____
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