



IMMACULATE CONCEPTION & OUR LADY OF PERPETUAL HELP SCHOOL

Over a century of commitment to educating the whole child...

CREW REGISTRATION FORM 2017-2018

CREW (Center for Responsibility, Excellence, and Wisdom) is an after school program that is an extension of ICOLPH School (6 – 8th grade). This service supports the family unit by offering a safe and caring environment necessary for ICOLPH students after the school day. Under qualified supervision we provide time for prayer, a snack, tutoring, and a separate, quiet environment for productive study time. We believe this program builds confidence, responsibility, and learning skills to give youth a head start in school.

Non-refundable snack fee: \$20 per year, per child, payable at the time of registration

All prices per child

MORNINGS: 6:30 – 7:40 am

AFTERNOONS: 3:00 – 5:30 pm (Wednesdays 2:00 - 5:30 pm and Half Days 12:00 – 5:30 pm)

PRE-PAID PUNCH CARDS:

Available in the following increments: 4 hours (\$28), 10 hours (\$70), or 20 hours (\$140)

Cost: \$7 per hour, per child

Valid for current school year only, mornings and/or afternoons

Cards will be charged in 30 minute increments

Accounts not settled by the end of the trimester will have their report card held.

EMERGENCY CARE: \$8 per hour, per student (valid only once per year).

Payments will be due at the time of service (cash, check, or credit card).

The \$40 registration fee will be due at the second visit and the purchase of a pre-paid punch card will be required at the time of service.

All non-registered visits after this time will incur a \$15 punch card overage fee in accordance with our policy.

Accounts not settled by the end of the trimester will have their report card held.

Checks are payable to: ICOLPH School

Payments are to be made in advance of services. Payment is to be given to the Program Director or staff directly (cash, check or credit card). *An overage fee of \$15* will be due at the time of service for any hours that accrue past the available punch card hours. Repeated overages can result in a suspension or termination of services.

Students may not be dropped off prior to our doors opening at 6:30 am and must be picked up prior to 5:30 pm. ICOLPH School appreciates your courtesy. Our program staff members have both professional and family obligations prior to 6:30 am and beyond 5:30 pm.

Fees for early drop-off and late pick-up are as follows:

1st Offense: \$15.00 fee for the first 10 minutes, \$5 per minute thereafter.

2nd Offense: \$30.00 fee for the first 10 minutes, \$5 per minute thereafter.

3rd Offense: \$60.00 fee for the first 10 minutes, \$5 per minute thereafter and services will be suspended for one week.

4th Offense: Services will be withdrawn.

Phone: (425) 319-6374 (during CREW hours)

PLEASE RETURN THE FOLLOWING TO THE PROGRAM DIRECTOR/STAFF
(FRONT)

Name(s) of Child(ren) _____

Grade(s) _____ Homeroom: _____ Birth date(s) _____

Allergies _____

Medications _____

Limitations _____

\$20 Snack fee enclosed _____

Please select:

_____ Punch card: (please circle the number of hours) 4 hours 10 hours 20 hours

AFTERNOONS:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Details regarding schedule: _____

Parent Name(s) _____

Home Phone () _____ Cell Phone () _____

Email Address: _____

Address _____

Place of employment _____ Phone () _____

Please list THREE emergency contacts:

#1) LOCAL

#2) LOCAL

#3) OUT OF STATE or a LAND-LINE OUT OF PUGET SOUND.

This would be a contact number for your family in case of a major disaster; allowing local phone lines to be kept clear for emergency personnel.

#1) Emergency contact _____ Phone () _____

#2) Emergency contact _____ Phone () _____

#3) Emergency contact _____ Phone () _____

HANDBOOK ACKNOWLEDGEMENT FORM
(BACK)

Dear Parents/Guardians:

This acknowledgement is to be turned in with the registration form. **Children will not be admitted until all registration forms, including this acknowledgment, are on file.** All registration materials may be turned in to the Program Director or staff.

Thank you,

Ms. Danielle McKittrick
Program Director
ICOLPH School
dmckittrick@ic-olph.org
www.icolphschool.org
extendedcare.weebly.com

I have read the on-line 2017 – 2018 CREW Handbook:
<http://extendedcare.weebly.com/documents.html> . I have gone over the rules and expectations of CREW with my child(ren). We agree to abide by all CREW rules and policies.

Child(ren):

We have read the **billing policy** and agree to it:

Parent/Guardian: _____ Date: _____

People who may pick my child(ren) up.

Name: _____

Phone Number: _____

Alt. Phone Number: _____

Relation: _____

Name: _____

Phone Number: _____

Alt. Phone Number: _____

Relation: _____

Name: _____

Phone Number: _____

Alt. Phone Number: _____

Relation: _____

Name: _____

Phone Number: _____

Alt. Phone Number: _____

Relation: _____