



IMMACULATE CONCEPTION & OUR LADY OF PERPETUAL HELP SCHOOL

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

EXTENDED CARE REGISTRATION FORM 2018-2019

ICOLPH Extended Care is an after school program that is an extension of ICOLPH School (K – 5th grade). The service supports the family unit by offering a safe and caring environment necessary for ICOLPH students after the school day. Our qualified supervisors provide time for prayer, snack, free play, assisted study time, computer lab, games, directed creative and enrichment activities, volunteer projects, and field trips.

We believe these activities build social relationships, self-concept, creative abilities and learning skills to give children a head start in school.

Non-refundable registration fee: \$45 per year, per family, 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.

Non-registered families: Emergency drop-in rate: \$8 per hour, per child (valid only once per year).

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

The \$45 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.

Location: Early Childhood Center (Annex) Phone: (425) 349-7777 x 244 (during extended care hours)

Checks are payable to: ICOLPH School

Payments are to be made in advance of services. Payment is to be given to the director or Extended Care 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.

Children 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 extended care 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 childcare services will be suspended for one week.

4th Offense: Childcare services will be withdrawn.

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: _____

PLEASE RETURN THE FOLLOWING TO THE EXTENDED CARE DIRECTOR/STAFF

Name(s) of Child(ren) _____

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

Allergies _____

Medications _____

Limitations _____

\$45 Registration fee enclosed _____

Please select:

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

MORNINGS:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

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

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 Extended Care Director or staff.

Thank you,

Miss Danielle Knapp
Extended Care Director
dknapp@ic-olph.org
www.icolphschool.org
extendedcare.weebly.com

I have read the on-line 2018– 2019 Extended Care Handbook:
<http://extendedcare.weebly.com/documents.html> . I have gone over the rules and expectations of Extended Care with my child(ren). We agree to abide by all Extended Care rules and policies.

Child(ren):

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

_____ (initials)

Parent/Guardian: _____ Date: _____