

# Laurel Nokomis School

## Child Care Program 2017-2018

The Laurel Nokomis Child Care Program is a safe, healthy and fun environment for students attending Laurel Nokomis.

### Hours of Operation

School days only  
 Before school care: 6:45 am to 8:00 am  
 After school care: 3:15 pm to 6:00 pm

A late fee of \$1.00 per minute will be assessed if child is picked up after 6:00p.m.

Parent/guardian must escort and sign their child in for before care and sign them out of after care.

A photo I.D. must be presented by any person picking up a student.

### Enrollment Information

A new registration form must be completed each school year with current emergency contacts, custody or medical information and documentation for special situations.

### Discipline Policy

Students are expected to follow the school rules while participating in before/after care. If an infraction occurs, a staff member will discuss the behavior with the parent, and the parent must sign a warning form. Three warnings will result in a three (3) day suspension from the program. A fourth warning will result in dismissal from the program. If the behavior is deemed severe enough, suspension or dismissal can result without warning.

### Fee Schedule

Non-refundable registration fee per family per school year \$25

Registration fee and a week of advance tuition is due at the time of registration.

Advanced tuition will pay for final week of school.

Accounts that become past due will result in suspension or dismissal from the program.

Request for refunds of unused childcare payments must be made no later than three days after the students last school day. Any unclaimed funds will be used for support and maintenance of the child care program.

Rates are per child, per day:

Morning Care	\$ 4.00 per child
After Care	1 <sup>st</sup> child -\$8.00 2 <sup>nd</sup> child-\$7.00 3 <sup>rd</sup> child-\$5.00
After care if on reduced lunch*	1 <sup>st</sup> child-\$7.00 2 <sup>nd</sup> child-\$6.00 3 <sup>rd</sup> child-\$4.00
After care if on free lunch*	1 <sup>st</sup> child-\$6.00 2 <sup>nd</sup> child-\$5.00 3 <sup>rd</sup> child-\$3.00

\*Proof of free or reduced lunch must be provided to qualify for the reduced rates.

### After School Care Schedule

3:15 – 3:45 Transition time/Snack  
 3:45 – 4:15 Homework/Reading/Computer Lab  
 4:15 – 6:00 Craft/Movie/Board Games/Play Ground

# Laurel Nokomis School Child Care Enrollment

Student information: \_\_\_\_\_ AM Only \_\_\_\_\_ PM Only \_\_\_\_\_ AM&PM

\_\_\_\_\_  
Last name First name Date of Birth Grade/Teacher

Parent/Guardian information:

\_\_\_\_\_  
Last name First name Phone number (h) Phone number (c) Phone number (w)

\_\_\_\_\_  
Relationship to student E-mail address

\_\_\_\_\_  
Last name First name Phone number (h) Phone number (c) Phone number (w)

\_\_\_\_\_  
Relationship to student E-mail address

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Allergies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medical conditions: \_\_\_\_\_  
\_\_\_\_\_

Custody issues: \_\_\_\_\_

The following adults are authorized to pick up my child from after care:

\_\_\_\_\_  
Name Phone number

\_\_\_\_\_  
Name Phone number

\_\_\_\_\_  
Name Phone number

### *Emergency Authorization*

State law requires that we have written authorization from a child's legal guardian to seek medical help in the event of a medical emergency. Signing the statement below will provide us with that authorization.

Our policy, in the event of a medical emergency is to contact you first. If we are unable to reach you or any of your designated contacts and we deem the situation to be a medical emergency that requires immediate response, we will act accordingly on your behalf and in the best interest of your child.

\_\_\_\_\_  
Parent/Guardian Date

Office use only:

Fee Schedule \_\_\_ Free lunch \_\_\_ Reduced lunch \_\_\_ Multi child \_\_\_ Full fare Registration fee paid: \_\_\_\_\_