



VISITATION AFTER SCHOOL DAY CARE REGISTRATION INFORMATION

Dear Parents:

The Visitation School Day Care Program is registering now for this school year. For your convenience and to meet the needs of working parents, we offer the following programs:

1. After School Day Care Monday - Thursday
2:50 PM – 6:00 PM
2. Friday Half Days
12:20 PM – 6:00 PM

To register, fill out the attached contract, include the registration fee of \$100 per child and return to the School Office. The registration fee is non-refundable and helps to cover materials and snack cost. Please make checks payable to “Visitation School”. **Please remember that tuition payments remain the same because they are pro-rated throughout the entire school year.** When filling out the contract, please be sure to indicate which days of the week you need childcare or refer to the attached tuition sheet.

Day Care is closed during school holidays and Christmas and Easter vacations. We regret the inconvenience, but it is our hope that by informing the parents of this in advance, that it will allow you sufficient time to make necessary arrangements.

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| <p style="text-align: center;">AFTER SCHOOL DAY CARE ACTIVITY SCHEDULE MONDAY THROUGH THURSDAY</p> <ul style="list-style-type: none">- 2:50 PM – 3:15 PM CHECK-IN- 3:15 PM – 4:00 PM OUTSIDE PLAY ACTIVITIES AND SNACK- 3:30 PM – 4:00 PM KINDERGARTEN HOMEWORK TIME- 4:00 PM – 5:00 PM 1ST - 8TH GRADE HOMEWORK TIME- 5:00 PM – 6:00 PM TABLE GAMES, LIBRARY TIME, CLEAN-UP <p style="text-align: center;">FRIDAYS ARE SET FOR ACTIVITIES</p> |
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Visitation School Day Care Tuition Schedule

| After School Day Care 2:50 PM - 6:00 PM | | |
|--|--------------------------|--|
| Number of Days | One Child Rate Per Month | Two Children or more Family Rate Per Month |
| 5 Days | \$300 | \$375 |
| 4 Days | \$275 | \$350 |
| 3 Days | \$250 | \$325 |
| 2 Days | \$225 | \$300 |
| 1 Day | \$200 | \$275 |

| Drop-In Rate | | |
|-------------------------------|----------------|----------------------------------|
| Program Type | One Child Rate | Two Children or more Family Rate |
| Day Care (Monday – Friday) | \$80 | \$90 |

Drop-in rates may be used only as a supplement to your regular schedule or on an occasional basis. This rate may not be used on place of the above tuition schedule. Please be prepared to pay this additional fee the day you arrange it. Running a tab is an impossible bookkeeping nightmare.



General Policies

Tuition Payments:

Tuition is due and payable on the first of each month. A late fee of **\$20.00** will be charged for any tuition turned in after the 15th of each month. **A two-week notice is necessary for any schedule changes or withdrawal from the program or the parents will be liable for the entire contracted amount.**

These tuition policies create a stable budget and allow us to attract quality teachers and keep them. Therefore, we ask for your understanding in respecting our tuition policy. Please remember that fees are pro-rated over the entire 10 months to give you one low monthly charge. June and December fees will not be adjusted if you don't send your child to Day Care.

Late Pick-Up Charges:

A late fee of \$2.00 per minute per child will be charged for each time the parents or their representative fail to pick up their child/children by the end of the day care session at 6:00 PM. This fee is due in cash at the time you pick up your child and goes directly to the teachers as payments for their overtime and compensation for the inconvenience.

FREQUENT LATENESS IS GROUNDS FOR TERMINATING THE STUDENT'S PARTICIPATION IN OUR PROGRAM.

Illness Credit:

There is **no reduction** in tuition for illness. Exceptions will be made for extended illnesses at least two weeks when accompanied by a doctor's note.

Sign-In/Out Procedure:

Your child's safety is extremely important to us. An authorized person must sign your child out of the program upon pick-up. An authorized person is anyone listed in the contract and over 16 years of age. **If your child will be going home with another family or adult, please send a note to the office or contact a Day Care Staff member.** If the staff does not know the person picking up your child, they will be asked to show a valid ID verifying their identity.

It is imperative that we have your correct schedule for Day Care. Any changes must go through our office. We monitor the arrival and departure of all our children very closely. **If the child leaves school grounds without permission, the parents will be immediately notified and the child will be dropped from the program.** This is a very dangerous practice that can not only put your child in jeopardy, but also the staff of our program.

Absences:

The same excuse procedures for absences from school apply to Day Care. Please call Day Care (310) 670-8072 and leave a message or email Mrs. Calsbeek at scalsbeek@visitationschool.org



General Policies (continued)

Snack:

Snack will be provided in the afternoon.

Adding a Session:

Adding a session may be arranged by calling the Day Care Office or by contacting Mrs. Calsbeek. The staff will add your child's name to the daily list. **You will need to pay for the additional session on the day of service.**

Change of Clothes:

If you would like your child to change clothes after school, please send the change with them in their backpack. Please impress upon your child that it is their responsibility to keep up with all their personal belongings. Please label all items with names since the children have similar items.

Homework Time:

Homework time is provided Monday through Thursday from 4:00 PM to 5:00 PM for grades 1st through 8th. Kindergarten is 3:30 PM to 4:00 PM. Due to the amount of homework in the junior high grades, any student who wishes to begin homework earlier may do so at 3:00 PM.

The responsibility for completing homework lies with the child. Staff will do everything possible to create a "homework" atmosphere, and will help the children upon request. If a student does not have homework, they may read, practice spelling, or color quietly during Homework Time.

Please impress upon your child that they may not disturb others who are studying. The staff feels very strongly that it is important to respect the rights of other children and support a quiet and comfortable study atmosphere.

Discipline:

Visitation School Day Care follows the same discipline policies of the school. Please refer to your Student Handbook. Any child showing repeated disrespect for staff, property, or other children will be suspended from the program. Our goal is for all children to enjoy themselves while attending Visitation School Day Care. It is important to support a discipline philosophy that encourages respect for others and acknowledges the dignity of **all** children. The staff recognizes any problem in a cooperative manner using peaceful conflict resolution techniques that empowers them to come up with their own creative resolution. Students endangering themselves or others **will be immediately dropped from the program.** Students failing to report to Day Care when scheduled, or who leave the grounds **for any reason, will be asked to leave the program.**



Please sign the Visitation Day Care policy form below acknowledging that you have discussed with your child/children these policies and that you understand and will adhere to all mentioned policies. Please attach this signed form to you program contract in order to complete your registration.

The Archdiocese of Los Angeles requires this form to be signed by parents and kept on file.

I have read the above general policies of the Visitation School Day Care Program and agree to the provisions listed.

Parent/Guardian Signature _____
Date

Parent/Guardian Signature _____
Date

Please fill out the following information:

Parent(s) Name: _____

Address: _____

City and Zip Code: _____

Contact Number: _____

Email Address: _____

Parent(s) Name: _____

Address: _____

City and Zip Code: _____

Contact Number: _____

Email Address: _____

Please return completed form to the office along with registration payment



VISITATION AFTER SCHOOL DAY CARE CONTRACT INFORMATION

VISITATION SCHOOL OFFERS CHILDCARE FOR STUDENTS IN GRADES JK THROUGH EIGHTH GRADE. THE UNDERSIGNED PARENT AGREES TO PAY IN ADVANCE ALL FEES PER CHILD/CHILDREN DUE, NO LATER THAN THE 15TH DAY OF EACH MONTH. **A TWO-WEEK NOTICE IS NEEDED FOR ANY SCHEDULE CHANGE, OR WITHDRAWAL FROM THE PROGRAM OR THE PARENT WILL BE LIABLE FOR THE ENTIRE CONTRACTED AMOUNT.** A LATE CHARGE OF **\$2.00 PER MINUTE PER CHILD WILL BE CHARGED** FOR EACH TIME THE PARENT(S) OR THEIR REPRESENTATIVE FAIL TO PICK UP THEIR CHILD BY 6:00 P.M. THIS LATE FEE WILL BE **PAYABLE IMMEDIATELY.** **FREQUENT LATENESS IN PICKING UP THE STUDENT WILL BE GROUNDS FOR TERMINATING YOUR PARTICIPATION IN THE PROGRAM. PARENTS WHO FAIL TO MEET THESE PAYMENT OBLIGATIONS WILL NO LONGER BE ELIGIBLE TO CONTINUE IN THE PROGRAM.**

Failure of a student to comply with the discipline and rules of this program will subject the student from further participation in the program. Disrespect of staff, other students, and school safety rules and property will not be tolerated. Visitation After School Day Care follows the same discipline policy as the school. Please refer to your school manual and the After School Day Care general policy statement.

The undersigned parent(s) agree to indemnify and hold the school and all its agents, employees, consultants, (paid or volunteer) harmless from any loss or liability arising out of the Day Camp Program, as such loss or liability relates to the child/children by this contract.

I/WE AGREE TO ALL THE ABOVE TERMS. PLEASE SIGN BELOW:

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Please return completed form to the office along with registration payment



VISITATION AFTER SCHOOL DAY CARE REQUIRED PROGRAM INFORMATION

Please complete the following four pages and return them to the School Office, along with your registration check, as soon as possible to secure your spot(s).

Please list the names and grades of children who are to be included in the program:

| | Name | Grade (as of September) |
|----|------|----------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

Please note any medical problems, allergies, medication needs or any other important information regarding your child/children listed above:

Please check the number of days and specify the days each week that meet your childcare needs.

5 days _____ 4 day _____ 3 days _____ 2 days _____ 1 day _____

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Please return completed form to the office along with registration payment



VISITATION AFTER SCHOOL DAY CARE AUTHORIZED PICK-UP INFORMATION

The following are the names and telephone numbers of the persons who are authorized to pick up my children from Visitation Day Camp. They will also be called in case of any emergency.

Parent Name: _____

Cell/Work/Home: _____

Email: _____

Parent Name: _____

Cell/Work/Home: _____

Email: _____

Authorized Contact Name & Relationship: _____

Cell/Work/Home: _____

Email: _____

Authorized Contact Name & Relationship: _____

Cell/Work/Home: _____

Email: _____

Authorized Contact Name & Relationship: _____

Cell/Work/Home: _____

Email: _____

Please return completed form to the office along with registration payment