

# Daycare Policies



## Daycare begins on Tue, Sep. 1

**NO School/No Daycare on these dates:**

- Mon. Sep. 7, Labor Day • Mon. Oct. 12, after Festival

**Noon Dismissal/No PM Daycare on these dates:**

- Thu. December 17, Christmas break begins
- Thu. April 1, Easter break begins
- Thu. June 10, Last Day before Summer break

## Rates for 2020-21

Charged in  $\frac{1}{2}$  hour increments  
beginning at 3:00pm (or noon)

**1 child: \$6 per hour**

**2 children: \$8 per hour**

**3+ children: \$10 per hour**

**Late Fee: \$1/child/minute**

**Every student should have a Daycare Registration form on file with Daycare even if you aren't planning on ever using Daycare . . . . because emergencies do happen!**

To help us ... help your children have a safe, productive and enjoyable experience in our before and after school "Daycare" program this year, please read and follow these rules and policies.

- Morning Daycare is in room 8 from 7:00am until 8:00am; Afternoon Daycare is on the schoolyard from 3:00pm (or noon) until 6:00pm [or in room 5, 6 or 7 if raining or when dark].
- From 7:00-8:00am enter through the gate on Capps Street, next to room 8.
- ALL students, not in direct company of THEIR parent, who arrive prior to 8:00am or who remain after 3:15pm (or 12:15pm), **MUST** sign into daycare ... **this is not optional** ...
- Please do NOT call the office to ask us to notify your child you will not arrive by 3:00pm, instruct them that all students remaining at 3:15pm **ALWAYS** need to sign into Daycare.
- Daycare only provides a light snack at 4:15pm [at 2:15pm and 4:15pm on minimum days].
- Help with homework will only be provided by Daycare staff as daily circumstances allow.
- Parents must provide supplies for their child to do their homework [we provide golf pencils].
- Students are only allowed to use their cell phones or **any electronic equipment** with the permission of the Daycare staff. Parents assume **ALL risk** for lost or broken electronics.
- Daycare closes promptly at 6:00pm. The late pick-up fee is \$1 per child, per minute!
- Every student [including grades 6, 7 & 8] must be signed out by an adult. **If you do not sign your child(ren) out of Daycare, you will be billed for a minimum of one (1) hour.**
- Only those adults authorized by you on your child's Daycare Registration form may sign your children out of Daycare [ID is required]. No verbal permission will be accepted, except in an emergency. Be sure to update your information throughout the school year.
- To facilitate Daycare's ability to relay important information regarding your children to the adult signing them out, students will not be released if the adult is on a cell phone.
- Month-end Daycare billing will be through FACTS. Statements will no longer be sent out by the School but copies of your monthly sign-in/out sheets will be sent home in the family envelope for your tax records. You can also print out a payment record from your FACTS account. Our TIN # 27-3947284.

## Daycare Phone: 619-279-3477

Daycare Director: Christina Sardina 619-297-1314

Daycare Billing: Lisa Huch Laughter 619-297-1314

Primary Caregivers: Zarin Contreras (Primary Sub: Adelina Hernandez)

High School students and our Augustinian Volunteer also assist with Daycare.

