

St. Bernard's Catholic School & Preschool
160 W. Beverly Place, Tracy CA 95376
Phone: Before 3pm School Office: (209)835-8018
After 3pm After School Room: (209)835-8019
Scheduled & Unscheduled Drop In Care

Child's Name: _____ DOB: _____

St. Bernard's Catholic School & Preschool offers aftercare for Pre-Kindergarten through 8th grade. The purpose of the aftercare program is to provide a nurturing environment, consistent with the ideals of St. Bernard's School education. The children are grouped by age, and a rhythm is maintained of quiet homework time, outdoor play, snack, crafts, and seasonal activities.

The aftercare programs are available on a contracted basis, on school days. Occasional, unscheduled aftercare is available for kindergarten through 8th grade students for an hourly drop-in rate of \$18 per hour (please refer to contract rates below for more information).

Contracted Rates:*

Kindergarten 2:15 pm – 3pm	\$10 a day per student
Pre-Kindergarten 2:15 - 3pm/Early Release Days	\$10 a day per student
Pre-Kindergarten – 8 th grade	\$15 an hr 1st student, \$10 per hr each student after, billed per portion of a half hour.

Unscheduled Rates: *

Drop-in Kindergarten - 8th grade	\$18 per hr 1st student, \$15 per hr each student after, billed per portion of a half hour.
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* Contracted Rates: Students registered for planned drop in days.

* Unscheduled Rates: Families who do not have planned drop in days, and contact preschool director/principal day of services.

Parent 1 Information: Name: _____

Cell: _____ email address: _____

Parent 2 Information: Name: _____

Cell: _____ Email address: _____

Authorized Adults: In the event of an emergency parents are unable to be reached, the following responsible persons are authorized to pick up my child/children or be contacted for information (cannot be parents):

Name: _____ Relationship to child: _____

Cell: _____ Email address: _____

Name: _____ Relationship to child: _____

Cell: _____ Email address: _____

Parent Policies and Release Form:

Please read it entirely and sign on the back page.

- St. Bernard's Catholic School & Preschool must have a completed registration form before children can be accepted for care. Your child's information must be kept current with St. Bernard's Catholic School & Preschool. Any changes in medical conditions, name, address, or phone number must be reported immediately.
- St. Bernard's Catholic School & Preschool has set the following rates for drop-in care to our program:

Contracted Rates:*

Kindergarten 2:15 pm – 3pm	\$10 a day per student
Pre-Kindergarten 2:15 - 3pm/Early Release Days	\$10 a day per student
Pre-Kindergarten – 8 th grade	\$15 an hr 1st student, \$10 per hr each student after, billed per portion of a half hour.

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Hours:

- Monday through Friday Kindergarten 2:15pm, 1st - 8th 3pm - 5:30pm and minimum days. Failure to pick up your child by 5:30pm will result in a late charge at a rate of \$10 flat for the first five minutes and \$2 for each minute thereafter. Payment for late pick-up will be due immediately with payment submitted before the child returns to care.
- The adult to child ratio is regulated by St. Bernard's School & Preschool, and as such, drop-in care may not always be available. Reservations for drop-in care will be accepted on a first requested, first served basis.
- No outside toys or electronics are allowed in St. Bernard's Catholic School & Preschool; St. Bernard's Catholic School & Preschool will not be responsible for any lost or broken items.
- An afternoon snack will be offered to all students attending St. Bernard's Catholic School & Preschool.
- Please be sure to update emergency contact phone numbers with our staff. In the event of a medical emergency, we will contact the parent immediately and call 911.
- Only parents or authorized adults listed on the registration form will be allowed to pick up students. Families are responsible for informing St. Bernard's Catholic School & Preschool of any persons other than parents/guardians picking up and they must show their photo ID upon arrival. Children will not be released to any emergency contacts without a valid picture ID.
- Policy changes will be made in writing as needed and provided to all parents. Parents may also be contacted by phone or email as needed for information needed about their children.

Payment:

- Families will be invoiced at the end of each month for drop in hours occurred
 - Drop in hours are recorded through
 - BrightWheel
 - Ratio Sheet kept by afterschool staff.
- Payment for services should be submitted upon receipt of invoice
 - Payments can be made to the school office by cash, check or credit card.

Parent Acknowledgement Form

Please sign below that you have read the parent handbook outlining the policies and procedures of St. Bernard's Catholic Preschool K-8 Extended Care Program. Your signature implies that you fully understand and agree to abide by all the policies stated in St. Bernard's Catholic Preschool K-8 Extended Care Program Parent Handbook.

Please return this form to the Director when you have read and understood all of St. Bernard's Catholic Preschool K-8 Extended Care Program policies and procedures.

Child's Name

Parent's Name

Parent's Name

Parent's Signature

Date

Parent's Signature

Date

Preschool Director's Signature

Date