

Catholic of Pointe Coupee

Extended Day Program

Hours of Operation:

Before Care – 7:00 am to 7:35 am

Drop off for all students is in the old business office T-Building located between high school parking lot and cafeteria. This is the morning care / PE building.

After Care – 3:00 pm to 6:00 pm. Late fees will be assessed after 6:00 pm. Pickup for students in grades HH3 - Kindergarten will be at the Hornet Haven building. Pickup for students in grades 1 - 6 will be at the Morning Care T-Building.

Days of Operation:

Before-care and after-care are available on all school days, including half days.

Ages:

Students in HH3 through 6th grade.

Fees:

Registration - \$25.00/student, non-refundable for either before or after care.

Late Registration - \$50.00/student, non-refundable, if paid on or after 9/5/17.

Registration Fees are non- refundable and are due the first day of school along with the attached registration form. Registration fees will double if they are not paid by Friday, September 2nd, no exceptions.

Fee Schedule – Students must be registered in order to attend either program.

Morning care no charge (Registration fee must be paid)

After Care - \$10.00/day per child

Continued on back:

Late Fees:

A late fee of \$1/minute per child will be assessed if students are picked up after 6:00 pm

Payment Due Date:

Invoices will be emailed to the email address on file at the beginning of each month (for the previous month's charges) by the business office and are due by the last day of the month in which you receive your invoice. For example, if you receive an invoice on September 5th, your payment is due no later than September 30th. A \$25.00 late fee will be assessed on past due accounts. Billing statements will be emailed and will not be sent home in students' booksacks. It is YOUR responsibility to ensure your correct email address is on file in the business office.

Please make checks payable to Catholic of Pointe Coupee and put morning care or after care in the memo for the registration fee and monthly payment.

Catholic of Pointe Coupee
Aftercare Program - Registration Form

Student Name	Grade	Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Home Address: _____

Mother _____

Home Phone _____ Work # _____ Cell # _____

Father _____

Home Phone _____ Work # _____ Cell # _____

Special Needs: Please list any special needs (i.e. allergies, medical conditions)

Emergency Contacts: In the event neither parent can be reached.

Name _____ Relationship _____ Home Phone _____ Cell # _____

Name _____ Relationship _____ Home Phone _____ Cell # _____

When picking up your child, a sign out sheet is provided that **MUST** be signed before leaving. Only parents and those listed on the "Approved Pickup List on the back of this form will be allowed to pick up students.

Continued on back:

APPROVED AFTERCARE SIGN-OUT LIST

Please list below anyone approved to pick up your child/children in the event you are unable to do so. If you know in advance that you are sending someone on this list to pick up your child, please send a note to school to the attention of aftercare.

Student(s) Name _____

NAME _____ Relationship _____ Ph. # _____

NAME _____ Relationship _____ Ph. # _____

NAME _____ Relationship _____ Ph. # _____

NAME _____ Relationship _____ Ph. # _____

NAME _____ Relationship _____ Ph. # _____

Parent or Guardian Approval

Signature: _____

Date: _____

***This form is due the first day of school with the Registration Fee of \$25/student. Please bring to the Elementary Office.