

## MAGNOLIA INDEPENDENT SCHOOL DISTRICT EMPLOYEE CHILDCARE – 4 year olds

The Magnolia Independent School District is committed to providing an excellent benefit program for all full-time employees. Magnolia ISD offers the childcare program for full-time employees who have four year old children. This program will be offered at Nichols Sawmill and Magnolia Parkway Elementary. The following guidelines for the Magnolia ISD childcare program are effective during the current school year:

- ❖ The program is available for the children of all full-time staff.
- ❖ MISD employees will need to follow MISD student enrollment procedures.
  1. Register with the attending campus Registrar
  2. Requirements:
    - a. Birth Certificate
    - b. Social Security Card
    - c. Immunization Records
- ❖ Cost will be \$ 7.00 per day per child. Payment will be deducted through payroll deduction at \$70.00 per pay period for 18 pay periods during the school year. An entire month's payment is expected regardless of the number of days a student is in class.
- ❖ The program will be hosted at Nichols Sawmill and Magnolia Parkway Elementary Schools.

*\*If fewer than **five** children are enrolled for childcare at either of these campuses, the district may decide to consolidate the program into one program located on one campus.*
- ❖ Only children who will be four on or before September 1<sup>st</sup> of the current school year will be eligible.
- ❖ Breakfast and Lunch will be available through the school cafeteria at MISD prices.
- ❖ The following program hours of operation will be strictly enforced.

*Consistent failure to adhere to this time schedule may result in the removal of the employee's child from the program.*

  1. The program will operate during the 187 days that the campus-based employees are under contract.
  2. The employee daycare program will run daily from 8:00 a.m. until 4:30 p.m. Breakfast is served from 7:45 a.m. to 8:15 a.m. Additional care is available before school beginning at 6:30 a.m. through MISD's early morning childcare program.
- ❖ **Transportation will be available only to "home" attendance zone schools. "Home" attendance schools are Nichols Sawmill Elementary for West side schools and Magnolia Parkway Elementary for East side schools. Any further transportation questions shall be directed to the Transportation Department.**

5/14/2018

**Magnolia Independent School District  
EMPLOYEE CHILDCARE REGISTRATION FORM  
2018-2019**

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Emp. ID# \_\_\_\_\_

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Job Location: \_\_\_\_\_ Position: \_\_\_\_\_

**Childcare Location Preference (Check only one location):**

\_\_\_\_\_ Magnolia Parkway Elem.      11745 FM 1488

\_\_\_\_\_ Nichols Sawmill Elem.    28750 Nichols Sawmill Rd.

MH/BO: \_\_\_\_\_

My signature at the bottom of this registration form will serve as acknowledgement of my understanding that I will pay Magnolia Independent School District a fee of \$7.00 per child per day to participate in the MISD childcare program. This fee will be payroll deducted at the rate of \$70.00 per pay period for 18 pay periods during the school year. I understand that a full month will be charged regardless of the number of days a student is in class.

I also understand that my child must have all immunizations required by the state of Texas prior to enrolling in the childcare program and I must provide copies of those records.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Return completed form to Barbara Gibbs @ GESC  
By August 1, 2018**