

HOLY CROSS CHILD CARE PROGRAM

Objectives and Qualifications

The mission of the Holy Cross School Child Care Program is to provide a safe place for our students to explore, study, and have fun under the supervision of caring adults, while emphasizing Catholic beliefs and actions.

Students are provided the opportunity to complete homework and other assignments in a quiet atmosphere with guidance from staff. However, it is the parents' responsibility to see that all homework is completed and checked.

Physical exercise is an important part of our structured environment emphasizing cooperation and respect.

We provide a full time child care service to parents who have a regular need for an extended period.

We are licensed by the Maryland State Child Care Administration. Our staff members are CPR and First Aid certified.

Hours of Operation

Before School	7:00 am – 8:00 am
After School	3:00 pm – 6:00 pm
Early Dismissal	12:15 pm – 6:00 pm

Emergency Early Dismissal - 1 hour after the close of school

Delayed Openings – Child Care will be provided 1 hour prior to school scheduled opening for registered students

School Closed – No Child Care provided (holidays, emergency snow days)

The Child Care program will be held from the first full week of school starting September 3, 2008 until June 11, 2009.

Care will be provided for students who are fully registered in the Program. Only those students whose health forms, emergency cards, registration payment, and signed parent contract will be allowed to attend Child Care.

Behavior

As an associated program of a Catholic School we shall hold to the same standards and expectations of all registered and participating students as held during the school day. The behavior of each child is expected to be that of a Christian model. At all times this behavior should reflect and abide by those rules and regulations established for Holy Cross School as well as any further rules, policies or procedures established by the Holy Cross Child Care Program.

The staff on duty in the Child Care Program will handle ordinary infractions. More serious violations will be referred to the Principal. Children, who do not adhere to the rules, may be asked to withdraw.

Absences

Students who become ill during the school day will not be admitted to Child Care that day. Should a student be absent for any school day, the parents will still be responsible for payment of that/those day(s). Payment continues to reserve the child's spot in the program. Failure to pay will result in the child being removed from the program and that child's slot will be given to the next child on the waiting list.

Medications

No medications will be administered to any participating child during the Child Care Program.

Sign Out Procedures

Any student in the Child Care Program who leaves supervision of the Program must be signed out by a registered adult. By "registered" it is meant that any person who signs a child out from the Program either to leave for the day or to attend another activity (Scout meetings, athletic program, etc.) on the school premises must have been previously cleared with the Director of the Program. A letter from the parent stating the child has permission to attend one of these activities is required. Should this guideline not be followed, the student will not be released from care except to the parent. When returning to Child Care from an after school activity, the student must be accompanied by a registered adult and properly signed in.

CHILD CARE FEES

Registration Fee

\$50.00 per family -Registration must be accompanied with payment.

If an emergency (one time use) occurs and the Morning Care or After Care is used for an unregistered family, a registration packet will be sent home to be completed before Child Care is used again.

September Child Care Fees (Temporary)

Morning and After Care will be offered on a hourly basis during the month of September ONLY at the following fees (see important notice below):

1 child	\$ 6.75 per hour
2 children	\$11.50 per hour
3 children	\$16.25 per hour

IMPORTANT NOTICE

Effective October 1st, Holy Cross School will no longer determine fees on an hourly basis for our Child Care Program. Charges will be either on a daily basis or on a prepaid basis for a monthly plan which offers discounts to the daily fee. Information on this change and a reservation form will be provided to each family within the next few weeks.

Late Pickup Charge

For pick-ups after 6:00 PM, you must notify the school at 301-949-0054 before 5:45 pm and you will be charged \$1.00 for each minute after 6:00 pm. These late pick-up charges are billed monthly.

Late Payments and Returned Checks

- Payments received after the monthly due date will be subject to a 5% late fee.
- September charges will be billed at the end of the month, with payment in full due by October 15th.
- Returned checks will be subject to a \$30 returned item fee.

Failure to pay in a timely fashion will result in withdrawal of the student from the Child Care Program, and the available position will be filled by any student who may be on the waiting list. As with all fees, your account must be current by the end of the semester or as designated by the school in order to receive report cards, transcripts, and continue attendance.