

# Sacred Heart Catholic School Daycare Registration 2018-2019



## PS/PK Child Care

Pre-School and Pre-Kindergarten Day Care Hours are 11:00 am to 6:00 pm Monday-Friday during regular school days and 7:30 am to 6:00 pm Monday-Friday on no school days.

Children must have a lunch or lunch account.

Afternoon snack is provided to children who stay later than 3:30.

## After School Child Care

After school care runs from 3:00 pm- 6:00 pm Monday –Fridays, Wednesday 2:15 Release  
Non School days 7:30 am- 6:00 pm

Afternoon snack will be provided to children who stay later than 3:30.

There will be a schedule time for children to do homework.

- **These schedule days *do not include Early Release or Non School days.***
- **You will be charged following month for the above days if used.**
- **There will be an extra charge if you exceed your normal schedule time.**
- **Additional hours will be charged at \$ 3.85 per hour**

**Drop-in rate based on available space and 24 hour notice \$4.85 per hour**

**All Drop- in fees will be auto-deducted from your checking account on**

**The 10<sup>th</sup> of each month, No notices will be sent.**

**Drop-in care means an occasional use of the daycare. (Two or three times a month) if used more than this amount you will be automatically put a monthly rate.**

## REGISTRATION FEES

*All fees are non-Refundable*

Registration Fee-----\$ 50.00

New Families-----\$ 25.00-----All Returning Families

Daycare Collection Fee----\$ 40.00-----New Families

(One-time fee unless you change your account)

**By signing up on specific days when you enroll, you are reserving a space and qualified staffing will be provided for your child.**

*Any questions about daycare or billing contact:*

*Denise Cole 541-772-4105 ext. 106*

[dcole@shcs.org](mailto:dcole@shcs.org)

**There are no refunds or reductions for days that are missed.**

**KEEP THIS PAGE FOR YOUR REFERENCE**

**OTHER FEES SCHEDULE**

**\*\*Late Pick-up Fees**-----\$25.00/6:00-6:15 pm AND \$1.00 for every Minute after 6:15 pm this fee will be auto deducted from your checking account. A notice will be given to you of the amount that will be auto deducted before it is done.

If you will be late please call our Day Care phone line- 541-973-6330

- **PARENTS MUST SIGN CHILD OUT-Oregon State Law**
- **Parents of Drop-in care must sign time out for child or you will be Automatically charged to 6:00 pm**
- **There will be a minimum charge of 1 hour in Drop-in care.**
- **A withdrawal or any kind of change in status requires a 2 week written notice to the Director, Denise Cole and the Bookkeeper, Terry Fry.**

**ADMISSIONS**

Sacred Heart Catholic School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students of this school. Sacred Heart Catholic School adheres to the policy of nondiscrimination of the Archdiocese of Portland.

**Entrance Requirement:**

Must be 3 years old and must **be completely Potty trained.**

(Meaning: no pull ups, able to wipe themselves.)

Other words they must be self-sufficient in the bathroom.

No pacifiers or bottles are allowed.

**PS & PK-** Please provide a blanket, small pillow and a change of clothes for your child that can be left at school for rest time. Please label all items.

Blankets should be taken home weekly to be washed.

**LUNCHESES** – Lunches must be provided by the parent/guardian. The School lunch program is available on Full School Days. No hot lunches served on half days or vacation days. A monthly school menu and schedule will be provided to the parents. On days that lunch is not served at the school, or if you do not wish your child to participate in the school lunch program, a sack lunch must be provided. If no lunch is provided it will be parent's responsibility to bring your child a lunch. **Do not** send food items that must be cooked: example **No** frozen foods or uncooked noodles dishes like Mac-cheese/ ramen. We will reheat items that have been pre-cooked.

**Provide your child with items they need spoons, forks, cups etc.**

**Snacks-** Afternoon snacks will be provided to children who are here after 3:30.

**Please keep all colored copies for you record**

**Acknowledgement of Acceptance**

**Family**

**Name** \_\_\_\_\_

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Sacred Heart Catholic School and the parent(s) / guardian(s) herein referred to as Parents.

We, parents, desire to enroll the following child / children into Sacred Heart Catholic School Daycare for the school year 2018-2019. We hereby accept full responsibility for payment of tuition and fees for these children.

We jointly and severally promise to pay to Sacred Heart Catholic School the amounts indicated at the scheduled due dates according to the payment plan selected by us and shown on **Schedule A**, which is an integral part of this agreement.

**Time From** \_\_\_\_\_ **to** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Teacher** \_\_\_\_\_ **Boy/Girl**

**Days to Attend**

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Drop in**

(Two or three times a month)

List Daycare Participants Only

Name of Child(ren) being Enrolled			Nick Name	Birth Date	Religion
First	Middle	Last			

We understand and agree to comply with the provisions of this Tuition, Fees Agreement and Schedule A Form.

**All families understand that their children are only accepted for enrollment after registration fees are paid, all paper work is completely filled out turned in and space is available.**

**Please complete all forms and return with them with the following**

- All Fees-if not included will be auto deducted 1<sup>st</sup> month you use.

- **Schedule A**—with a **voided check** Even if you think you have one on file
- **Emergency Forms**---**Fill out completely**

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Office Use Only**

**School Use Only**

**Received**

Date Received

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Registration Fee  
New Families

\$50

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Check Number

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Registration Fee  
Returning Families

\$25

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Initial

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Daycare Collection Fee

\$40

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**\*All above due before Child can  
be excepted into daycare\***