



## Sacred Heart Catholic School Daycare Registration Information 2022-2023

### Early Childhood Child Care

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.

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 Snacks and Lunch/Drink must be provided by parent.

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 the 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 \$ 4.25 per hour**

### Drop in childcare

**Drop-in rate** based on available space and 24 hour notice \$4.95 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 only)

If used more than this amount you will be automatically put on a monthly rate.

### REGISTRATION FEES *All fees are non-Refundable*

Registration Fee-----\$ 50.00-----New Families

All Returning Families-----\$ 25.00

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 you and you will be billed accordingly.**

**At this time, we cannot trade a scheduled day for another day. *Parents may request an added day or extended hours to a day. We will check our schedule and will let you know if an opening is available.***

Any questions about Childcare or Childcare billing contact:

Denise Cole 541-772-4105 ext. 106 [dcole@shcs.org](mailto:dcole@shcs.org)

**Daycare Cell phone** 541-973-6330

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

**\*\*Late Pick-up Fees-----\$35.00/6:00-6:15 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 emailed 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**
- **A withdrawal or any kind of change in status requires a 2-week written notice to the Director, Denise Cole.**

### **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.

**Early Childhood Children-** 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 need to be taken home weekly to be washed.**

**LUNCHES** – Lunches must be provided by the parent/guardian. **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.

#### **Daycare Snacks**

Mondays-----Apples, crackers, cheese cubes

Tuesdays----- Peanut butter, pretzels, crackers, apples

Wednesdays-----Yogurt, granola, graham crackers, apples

Thursdays-----Summer sausage, crackers, apples

Fridays-----Popcorn, apples

**Snacks subject to change**

*Daycare Cell phone 541-973-6330*

Save this page for your records