

Please complete and return with registration!

Please indicate your potential before and after school care needs for the upcoming school year. Please complete the bottom of this sheet with approximate days and times your child(ren) will need care. If you do not anticipate needing before and after school care, please indicate that as well. This will help us better serve those in need. Thank you!

Child's name: _____

- My child will be attending before and after care.
- My child will attend on early out and available no school days.
- My child will not be attending before and after school care.

My child's before and after school care schedule will most likely be:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

CLS Before and After School Care

Hours of operation:

Before and after school care is open from 7:00-8:00 am and 11:30 am-5:30 pm Monday through Friday.

Schedules & School Out Days:

ALL children three year old preschool - school age need to submit a written afternoon schedule to daycare by each Wednesday for the upcoming week. This includes afternoon preschool childcare (11:30-3:15pm), after school care (3:15-5:30pm), and School Out Wednesdays. Your child's schedule can be completed on an issued form, emailed to timbrogno@communitylutheranschool.com, or hand written on a piece of paper. If your child has a continuous repeating schedule please write that on your schedule and you will not need to turn in a new paper each week.

We understand that schedules may change and you may need care on short notice. If your child is needing care on short notice you must either talk with Judy or Teresa in the morning at drop off or call the Readlyn building at 319-279-3541 to check if we have available space for your child BEFORE the end of the school day or BEFORE your child attends that day for aftercare. We will keep a calendar of expected number of children so we have a quick reference as to how many available spots we have each day. If your child is scheduled to attend and you have a change in plans please contact us as soon as possible so we can allow others to take that opening. Thank you so much!

We are licensed for a maximum of 23 children. Please be aware that there may be times when we will not have space available for all children as we must keep on ratio and follow our licensing guidelines. We have a generous and committed group of volunteer teacher aides and we must work with their availability. We will continue to do our best to accommodate your schedule. By giving advance notice for needed care it allows us to better staff and better plan for short notice students.

On **no school daycare days (Teacher In-Service Wednesdays)** we will need a minimum of 5 children to be in attendance for us to offer care. Cost for these no school daycare days is \$30 per child. If you RSVP indicating you do need care and your child does not attend you will be charged a \$25 no show fee. We offer this care as a service to you, and for us to be cost effective we must have a minimum number of children attend. By giving you this information this far in advance we trust that you may have adequate time to arrange back up plans if we are unable to offer care on these dates. We will communicate to you a week prior to each of these dates as to whether we will be offering care.

When school is cancelled due to inclement weather daycare will not be offered. We want to ensure the safety of our staff and families by staying off the roads when travel is not advised. We may be able to assist you in finding alternative care on these days. Please talk with Judy.

Cost:

There is an annual \$10 registration fee per child for all children who use the daycare on a regular or drop in basis. This registration fee is non-refundable.

The price for care is \$3.50 per hour per child. We charge by the hour and billing is done weekly. A late payment fee of \$25 will be charged per week past payment due date. After 2 weeks of no payment is grounds for disenrollment.

Breakfast, lunch, and snacks:

Your child is encouraged to eat breakfast prior to being dropped off for the day or you are welcome to send something with him/her to eat. The school does not provide breakfast for the children.

Lunch is served by the school each day we are in session. You may purchase a hot lunch ticket (20 punches) for \$46 to eat school lunch or you may send a sack/cold lunch with your child. Milk is provided for both hot and cold lunch. Lunch is served at 11:50 am each day. If there is no school scheduled, you will need to send a sack/cold lunch with your child, as there is no hot lunch service on no school days.

We provide one snack every afternoon at 3:30 pm and at 9:30 am on delayed start days and no school days. The children are served a healthy snack and choice of milk or juice. You will need to purchase a juice/milk ticket (20 punches) for \$6.

Before and After School Care Daily Schedule:

7:00-8:00	Free Choice
8:00-11:30	Preschool/School Time
11:30	Preschool Dismissal/Transition to After School Care
11:40	Lunch Prep
11:50	Lunch in church commons
12:45	Bathroom/Drinks/Rest Prep
12:50	Story time
1:00-2:45	Rest time ***
3:00	Wake Up
3:15	Snack Prep/K-6 School dismissal
3:30	Snack
3:50	Free Choice
4:30-5:30	Outside (weather permitting) and free choice

*** If your child will be staying for rest time during after school care, your child will need to have his/her own naptime mat. We can store the mat at school. Your child is also welcome to bring a blanket. Every child is required to lie down during rest time, but he/she is not required to sleep.

Child's name: _____ Grade: _____

By signing I agree to these terms. _____ Date: _____