



Dear Parents/ Guardians,

St. Mary School Cougar Care Program was developed to answer the needs of our school's working parents. Along with the school, we aspire to provide the loving care and guidance that children need to grow intellectually, socially, emotionally, physically, and spiritually. With great pleasure, we will welcome your child into our program, providing you with the safe environment that you desire, while making your child feel comfortable and enjoy their time with us both before and after school.

The following is presented as an informational handbook for parents and their children. The material provided will explain the basic operation and logistics of the program. Any suggestions that you may have to improve our program are always welcome. We look forward to working with you and your children in the coming year.

Sincerely,

Madonna Haithcoat

Director, St. Mary School Cougar Care Program

Registration Policy

Only students currently attending St. Mary School may enroll in St. Mary School Cougar Care Program. Registration is first offered to current enrollees and their incoming siblings. New priority registration for parishioners begins and ends with Catholic Schools Week, which is followed by open registration on a first come basis. Each individual child must be registered on a separate form and requires a \$100 non-refundable registration fee. If you are registering your child on a full-time basis for both the AM & PM program, this ENTIRE deposit will be applied to your account for the end of the school year. Registration for anything less than full-time AM & PM status will merit half (\$50) of the deposit applied in the same manner to your account. Priority is also given to those students who will be using the program on a full-time basis (both AM & PM), then to either individual full time program, then to any less than full week registrations. Capacity for the program is currently set at 70 full-time slots. When capacity is reached, we will maintain a waiting list.

Fees

Fees are due for the days that your child is scheduled to be in Cougar Care, whether or not they attend. Regardless of what day or days that your child attends the Cougar Care Program; the fee is due the first day of your week. Payment should be left in the payments box on the desk in the Cougar Care Office or given directly to the Cougar Care Director. If there is a problem, please let us know in advance so that we can arrive at a mutual agreement regarding payment. A spreadsheet of your individual account with daily, weekly, and yearly charges will be provided to you at the beginning of the school year. Yearly, quarterly, and monthly payments are greatly appreciated but **must be made in advance of usage**. The fees are as follows:

- \$4.00/day for the AM session for the each child
- \$9.00/day for the PM session for the first child
- \$20.00 for a 5-day week AM session for the each child
- \$40.00 for a 5-day week PM session for the first child (which includes \$1.00/day discount for full-time status—reverts to \$9.00/day for a shorter week—including those with off days.)
- \$60.00 for a 5-day week both AM/PM sessions for the first child
- Any enrolled children after your first will merit a \$1.00/day discount, therefore on a full week a second child would be \$55.00 (5-day week both AM/PM).

Hours

We will be open from 7:15 AM to 8:30 AM and from 3:30 PM to 5:50 PM everyday that school is in session for a full day. Only morning care will be available on half days. Each parent will receive a copy of the school calendar at the beginning of the school year for reference.

The Cougar Care Morning

- 7:15 AM Building opens to Cougar Care Students
- 8:25 AM Students, 1st-8th are allowed to leave Cougar care to wait with their friends on the teacher-attended playground until the 8:30 bell rings with parental permission. A written note is adequate.
- 8:30 AM Morning Bell Rings; All children are dismissed to their classes.

The Cougar Care Afternoon

- 3:30 PM Dismissal from school; Children should be directed to walk directly from their classroom to the cafeteria, where snacks will be sold and eaten, as well as attendance taken.
- 3:55 – 4:00 Students will either go to the church undercroft (Robisch Hall) to do homework quietly or to take part in large group/individual activity, which could include games, crafts, playground play, or art activities. Book bags and sign out board will be on the back tables. **Remember to be quiet please this is the homework room.**
- 5:50 All the children should have retrieved their own backpacks and be signed out exiting the rear doors to the playground.

Late Fees:

Please make every attempt to make it to Cougar Care by 5:50 for afternoon pick-up. Any pick-up after 6 PM is assessed a \$5.00 immediate charge, as well as an additional \$1.00 for every minute that you are late, according to the Cougar Care clock. The late fee must be paid in cash at the time of pick-up. Habitual tardiness may be reason for dismissal from the program and loss of registration fee. **Though we sympathize with car problems and or other reasons for tardiness, excuses will not be accepted, as back-up plans must be in place.**

Withdrawal Policy

If for any reason you must withdrawal your child from the Cougar Care Program, we ask that you give us two weeks notice and remind you that you will forgo the entire registration fee. A suspension of your registration may be possible one time in a school year with permission of the Director and under special circumstances such as temporary unemployment.

Snow Days

In the event of snow, the Cougar Care Program assumes that all parties have been contacted via the One Call phone system. If the school closes, Cougar Care closes as well. Fees for snow days, or other unscheduled days off are not re-assigned, because they are already budgeted.

Sick Days

In the event of your child's illness, call the Cougar Care Office (533.5520) and leave a message with the Director making us aware that your child should not be expected. As with any unscheduled day off or with any snow day, fees will not be re-assigned for your child's sick day. If you're child has contracted a communicable disease or infection—such as chicken pox or lice, please inform us so that we can take appropriate action.

Emergencies/Safety

With the children's safety and well-being in mind, it is most important that the parent/guardian fill out an emergency contact form and then adhere to the instructions given — most importantly concerning the child's absence/leaving the school premises.

- Parents or Guardians should not take children from the school playground or other areas without notifying the staff by SIGNING THEM OUT from the Cougar Care office.
- Parents/Guardians should NOT send any person who is not on their release form to pick up their child. For the child's safety, release will not be granted. Any person other than a regular pick-up person must be expressed to us in writing.
- Parking for pick-up should be on Shady Lane or in the Seton Center Parking Lot, with entrance through the only double doors from the playground into the back of the church basement (next to the A.C. unit). In good weather, we will have outdoor play on the playground; therefore, no parking on the playground will be permitted. Your child may also not leave the playground, even if they see you, until you have signed them out. **Please call them in with you to get their own book bags. If you don't see them one of the staff will locate them for you.**
- Children who will be absent or leaving for another activity must either hand-deliver a note to the director/staff OR check to make sure that the parent has left the appropriate message for their dismissal.
- We must be notified of any activities such as sports, mini-school, scouts, band, Spanish. Play or choir etc., on or off site during Cougar Care hours Any children departing directly from Cougar Care for a 6 PM activity must also provide written permission from their parents. Be aware that the coach may or may not yet be in the gym, and your child may be unattended for that period of time lapse.
- We will not permit the child to leave in taxis or other modes of transport presumably sent by the child's parents/guardians. If you intend for your child to be picked up in this manner, you

must notify the director in advance IN WRITING, relieving St. Mary of any legal responsibilities with doing so.

- If neither parent can arrive by 5:50 PM, please have a back up plan . Notify your back up person in time to come on time and please also call the Cougar Office to inform the Director who is coming. Again that number is 533-5520. Put it in your phone's listing please. Please have your pick-up person carry picture identification with them, and have knowledge of the sign-out procedure.

Behavioral Issues

Any behavioral problems will be dealt with in the following ways:

1. Counselor talks with child.
2. Child is placed into a time out.
3. Student consultation with Director.
4. If problems persist, parents will be notified for a conference.

Afternoon Snacks

The Cougar Care Program sells snacks and drinks for a \$.35 each only at snack time. Children are limited to two snacks , which could include a drink. We do allow advance payment of snack credit, but we do not extend credit—NO exceptions. It is a good idea to keep a spare change in your child's backpack for a forgetful day. Usually a free snack is provided on the last afternoon of the week during the movie. Please make us aware of any food allergies. Gum is never permitted.

Miscellaneous Information

- Notify us immediately of any change in addresses, phones, employment, or emergency phone numbers.
- You should feel free to arrange any conferences regarding your child.
- Express your constructive criticism to the Director, not to the staff member, whereas, your sincere compliments may be directed to individual staff members.
- Children may bring a change of clothing. Appropriate winter clothing is a must for outdoor play. When in doubt, send a coat or jacket with your child.

Please! Label all of your child's belongings. Please!

St. Mary School Cougar Care Program Registration

Child's Name _____ Date _____

Address _____ Registering for grade _____

City, State, Zip _____

Child's Birthdate ____/____/____ Home Phone _____

Registering For: (Circle All Appropriate)

Monday AM PM

Tuesday AM PM

Wednesday AM PM

Thursday AM PM

Friday AM PM

Legal Parents: (Circle Appropriate Answer) Other: _____

Both Parents at home

Guardian

Foster Parents

Mother Only

Stepfather Only

Stepmother Only

Father Only

Mother/Stepfather

Father/Stepmother

Grandparents Only

Joint Custody

Adopted

Parent/Guardian Work Information:

Father: Name _____ Position/Hours _____
Place of Employment _____ Cell Phone _____
Address _____ Business Phone _____
Emergency Contact at Work _____ Phone _____

Mother: Name _____ Position/Hours _____
Place of Employment _____ Cell Phone _____
Address _____ Business Phone _____
Emergency Contact at Work _____ Phone _____

People to contact if Parents/Guardian cannot be reached:

Name _____ Relationship to Child _____

Phone Number during Cougar Care Hours _____

Name _____ Relationship to Child _____

Phone Number during Cougar Care Hours _____

Health History (give approximate dates and/or details)

Frequent Ear infections _____ Chicken Pox _____

Heart Defect/Disease _____ Measles _____

Convulsions _____ Mumps _____

Hay Fever _____ Asthma _____

Ivy/ Plant Allergies _____ Penicillin Allergy _____

Insect Allergies _____ Other _____

Bleeding/Blood Disorders _____

Regular Medicines Taken _____

I fully understand that should my child be accepted to the St. Mary School Cougar Care Program, my registration fee of \$100.00 submitted with this form for admission to the St. Mary School Cougar Care Program is NON-REFUNDABLE under any circumstances. (Note: A portion of this fee will be applied to your account for the end of the school year.)

Signature Date

I give my permission for the St. Mary School Cougar Care Director and Staff to view any pertinent health and school records concerning my child.

Signature Date