

2018-2019  
Holy Family School  
Bear Care Student Handbook

Welcome to Bear Care – Holy Family’s After School Program for students in grades Pre-K 4 through 8<sup>th</sup>. Bear Care begins each day at 3:00 p.m. and ends at 6:00 p.m. and is held on regular school days. Students are dismissed directly to Bear Care from their homeroom each afternoon beginning at 2:20 p.m.

Pre-K, Kindergarten and 1<sup>st</sup> grade students will be located in the Bear Care room across the street from school at the corner of N. Jefferson and Florida Street.

Students in grades 2<sup>nd</sup> – 8<sup>th</sup> grade will be located in the school cafeteria.

If you plan to pick up your child from Bear Care please sign them out as follows:

- **Between 2:20 and 3:00 a Bear Care student must go to CARPOOL if you plan to pick them up BEFORE 3:00 p.m.**
- **Between 3:00 and 4:30 p.m. Bear Care students may be signed out in their respective areas as mentioned above.**
- **After 4:30 p.m. all remaining Bear Care students may be signed out in the Cafeteria.**

Please park on Florida Street next to the cafeteria and enter the gate nearest the door to the cafeteria in order to sign your child out.

## HOURS OF OPERATION AND CLOSURES:

Bear Care will operate **until 6:00 p.m.** on regular school days. Children picked up after 6:00 p.m. will be charged a late fee of \$5.00 for every 15 minutes after 6:00 p.m. until they are signed out.

**FIRST DAY OF BEAR CARE (1<sup>ST</sup> – 8<sup>TH</sup> GRADE ONLY) –  
Wednesday, August 8th**

**FIRST DAY OF BEAR CARE (Pre-K and K )  
Monday, August 13th**

### **BEAR CARE IS CLOSED ON THE FOLLOWING DAYS:**

LABOR DAY ..... September 3rd<sup>th</sup>, 2018  
FALL BREAK .....October 8<sup>th</sup> and October 9<sup>th</sup>, 2018  
THANKSGIVING HOLIDAY ..... November 19<sup>th</sup> – 23<sup>rd</sup>, 2018  
CHRISTMAS HOLIDAYS .... December 24<sup>th</sup> – January 7<sup>th</sup>, 2019  
MARTIN LUTHER KING HOLIDAY ..... January 21<sup>st</sup> , 2019  
MARDI GRAS HOLIDAY .....March 4<sup>th</sup> and 5<sup>th</sup>, 2019  
EASTER BREAK .....April 15<sup>th</sup> – 23<sup>rd</sup>, 2019

The last day of Bear Care is Tuesday, **MAY 21st , 2019.** The last day of school is May 22nd, 2019.

**Summer Camp begins JUNE 4<sup>th</sup>, 2019**

## TUITION RATES AND FEES

Bear Care Tuition is due on the 1<sup>st</sup> of each month and late after the 10<sup>th</sup> of each month.

**ALL CHILDREN MUST BE REGISTERED FOR BEAR CARE ON A FULL -TIME OR A PART- TIME BASIS.**

**THERE IS NO DAILY DROP IN BEAR CARE. DAILY DROP IN TUITION IS ONLY ALLOWED IN AN EMERGENCY FAMILY SITUATION. THERE IS NO DROP TUITION. EMERGENCY DROP IN FEES ARE DUE WHEN THE CHILD IS PICKED UP.**

**Full Time:** \$130.00 per month/ per child\*

\* Full time is 3 or more days per week

**Part Time:** \$70.00 per month/per child \*\*

\*\* Part time is 1 or 2 days per week

### **Tuition is Due as follows:**

August 15<sup>th</sup>

September 1<sup>st</sup>

October 1<sup>st</sup>

November 1<sup>st</sup>

December 1<sup>st</sup> (December is \$70.00 due to the Christmas break)

January 1<sup>st</sup>

February 1<sup>st</sup>

March 1<sup>st</sup>

April 1<sup>st</sup>

May 1<sup>st</sup>

Bear Care Staff – The Bear Care program is staffed by Holy Family teachers, former teachers of Holy Family and high school and college students who meet the certification requirements according to diocesan safety regulations.

Daily Pick Up: Children must be picked up each day before 6:00 p.m. Children will be released ONLY to parents or individuals who have been authorized by parents to pick up a child. A child will not be released to anyone who is not on the authorization pick up forms. Proper identification will be required if a staff member does not recognize an individual even if they are authorized to pick up the child. This is for your child's safety. In the case of an emergency or if are unable to get to your child to pick them up before 6:00 p.m. please notify Bear Care immediately.

Emergency Procedures: All parents will be contacted by phone or email in the event of an emergency. If a parent can not be reached, an emergency contact indicated by the parent on the Bear Care Emergency Information Form will be contacted.

Fire: In the unlikely event of a fire, Pre-K, Kindergarten and 1<sup>st</sup> grade students will gather in the back yard of 535 Florida Avenue which is the location of their Bear Care classroom. Children in the cafeteria or on the playground will gather near the fence along Jefferson Avenue. Student sign out will be strictly enforced.

Chemical Spill/Intruder/Emergency Plans : In the event that an emergency occurs such as a chemical spill, severe weather warning or intruder , Pre-K and Kindergarten will shelter in place when in the Bear Care building with the doors locked . When the students are outside, all students will go into the cafeteria and take shelter under the tables in the cafeteria.

Nutrition: Dinner and snack are served at 2:40 pm in the cafeteria. This is provided according to federal nutritional guidelines. Parents of children with special dietary problems including food allergies should discuss with the Bear Care Director and the HFS cafeteria manager. A written notification from the doctor of foods to be avoided must be on file in the cafeteria.

Custody Records: Files of any court certified custody decrees and /other documents related to parent's contact with a child if both parents do NOT have custody of the child are kept by the school. These decrees must be discussed with the Principal. The Director of Bear Care will be notified by the Principal concerning this confidential information. If there are any questions, the Director will confer with the Principal who will contact the custodial parent. Only parents and /or court certified designees are allowed to discuss child with staff members. Relatives wishing to give information should be referred to the Principal who will listen to comments but will NOT provide any information to relative without consent of parent.

Holy Family School's Right To Amend: Holy Family School administration reserves the right to amend this handbook for just cause. Parents will be notified in writing if any changes are made to the handbook during the school year.

Breach of Contract: Parents sign an agreement of policies and procedures of Holy Family Bear Care. Failure to meet the conditions of this contractual agreement, failure to pay fees, or ensuring that your child obeys rules may result in child being dismissed from the Bear Care.

The Principal reserves the right to make final decisions in all matters as stated in this handbook.

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PLEASE SIGN AND RETURN THIS BOTTOM PORTION ONLY  
WITH YOUR CHILD'S BEAR CARE REGISTRATION

I have read and agree to be governed by this Holy Family School After School: Bear Care Handbook. I understand that failure to sign this document results in my child/children NOT being admitted in to HFS Bear Care.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_