

2019-2020
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 8th grade. 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 and Kindergarten students will be located in the Bear Care room across the street from school at the corner of N. Jefferson and Florida Street. Any students **not picked up before 5:00 p.m.** each day will be moved to the cafeteria for pick-up.

Students in grades 1st – 8th 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 5:00 p.m. Bear Care students may be signed out in their respective areas as mentioned above.**
- **After 5:00 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.

2019-2010 BEAR CARE CALENDAR

1ST Day of Bear Care (1st – 8th grade ONLY) – Wednesday, August 7th

1st Day of Bear Care (Pre-K and Kindergarten) – Monday, August 12th

CLOSINGS: (Bear Care is closed on the following days)

Labor Day – Monday, September 2, 2019

Fall Break – October 7 and 8, 2019

In-Service Day – Friday, October 11, 2019

Thanksgiving Break – November 25 -29, 2019

Christmas Break – December 19 – January 7th, 2020

Martin Luther King Holiday – January 20, 2020

Mardi Gras Holiday – February 24 – 25, 2020

Easter Break – April 10 – 20, 2020

Last Day of Bear Care for All Students is May 20th, 2020

EARLY CLOSINGS (Bear Care will close at 5:00 p.m. on the following days)

December 19th (the day before Christmas Break)

8th grade Graduation Day (date to be announced)

Bear Fair Friday (date to be announced)

TUITION RATES AND FEES

Bear Care Tuition is due on the 1st of each month and late after the 10th 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 15th

September 1st

October 1st

November 1st

December 1st (December is \$70.00 due to the Christmas break)

January 1st

February 1st

March 1st

April 1st

May 1st

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 1st 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.

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: _____

Pick Up Authorization Form:

Please indicated the names, addresses and cell numbers of those that are allowed to pick up your child at any time from Bear Care.

NAME	ADDRESS	CELL NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I, _____, the parent/guardian of _____ give my permission for the individuals listed above to pick up my child from Holy Family School any afternoon they are attending Bear Care. By signing this agreement I understand that anyone NOT on this list may be denied access to my child unless I notify the Director of Bear Care, Pat Crocker at pcrocker@hfspa.com or at 1-225-505-6265 of a change in the pick up authorization.

PARENT SIGNATURE

DATE SIGNED