

HOLY FAMILY SCHOOL

2020-21 Bear Care Registration Form

Bear Care is FULL TIME or PART TIME ONLY (there is no drop in daily rate). Full Time is 3 or more days a week and Part Time is no more than 8 days per month or 4 days a month in August and December. You must check full time or part time. Once you are registered, you may not switch from full time to part time without the approval of the Director of Bear Care.

Child's Name _____ **Grade/Homeroom** _____ **Full Time** _____ **Part Time** _____

Mother/Guardian Name: _____

Cell # _____ Work # _____

EMAIL: _____

Father/Guardian Name: _____

Cell # _____ Work # _____

EMAIL: _____

EMERGENCY CONTACT INFORMATION

Child's Name _____

Parent/Guardian:
Name _____
Home Phone _____
Work Phone _____
Cell _____

Parent/Guardian:
Name _____
Home Phone _____
Work Phone _____
Cell _____

Other Emergency Contact:
Name _____
Home Phone _____
Cell _____

Other Emergency Contact:
Name _____
Home Phone _____
Cell Phone _____

Allergies : _____

Nut/Peanut Allergies: YES NO

Other conditions or special needs: _____

Physician's name: _____ Physician's phone number: _____

I agree to allow Bear Care personnel to administer first-aid and/or emergency medical treatment to my child in the case of injury or illness.

Parent Signature: _____ Date: _____

**HOLY FAMILY BEAR CARE
REGISTRATION
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Emergency Contacts

Please list any emergency contacts in the order that you would like us to call. Call will only be made in case of an emergency or if your child has not been picked up before 6:00pm.

Name	Phone	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pick-up List

Those authorized to pick up your child(ren)

Name	Phone	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is there anyone NOT allowed to pick up your child? _____ Yes _____ No
If yes, whom? _____

(Official court/legal documents are required to be filed in the school office.)

By signing this registration form I, _____, the parent or legal guardian of _____ agree to follow the rules, policies and tuition policies as set forth in the Holy Family Student Handbook. I understand that my child is enrolled in Bear Care for the school year 2020-2021. If I decide to withdraw my child for any reason I am expected to give the Bear Care Director a 2 week notice. Refunds of Bear Care tuition are the sole discretion of the Principal of Holy Family School.

PARENT SIGNATURE

DATE

2020-2021
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. All students are moved to the cafeteria for pick up after 5:00 p.m. each day.

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.

TUITION RATES AND FEES

Bear Care Tuition is due on the 1st of each month and late after the 10th of each month. Students who owe tuition after the 15th of each month will NOT be allowed to return to Bear Care until all past due tuition is paid. There is a \$50.00 late fee added to tuition paid after the 10th of each month (except August).

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: \$140.00 per month/ per child*

* Full time is 3 or more days per week

Part Time: \$80.00 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 \$80.00 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. Students who are left after 6:00 p.m. will be charged a \$20.0 late fee which must be paid at the time of pick-up.

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. NOTE: This is a financial contract. You agree to pay your tuition on the 1st of each month from September to May. August is due on the 15th of August. Students who do not pay their Bear Care by the 15th of each month will NOT be allowed to return to Bear Care.

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

Cut here and return to school the bottom portion along with your registration forms.

PLEASE INITIAL THE FOLLOWING POLICIES AND THEN SIGN
RETURN THIS BOTTOM PORTION ONLY WITH YOUR CHILD'S
BEAR CARE REGISTRATION

 (Initial) I understand that Bear Care is Full Time or Part time and there are no daily drop in fees.

 (Initial) I understand that Bear Care Tuition is due on the 1st of each month (except August which is due August 15th) and I will be charged an additional \$50.00 late fee if tuition is not paid by the 10th of each month. I understand there is a \$20.00 late fee for any student picked up after 6:00 p.m.

 (Initial) 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: _____