

HOLY FAMILY SCHOOL 2021-2022

Bear Care Registration Form

Bear Care is FULL TIME or PART TIME ONLY (there is no drop in daily rate). Full Time is THREE 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.

REGISTRATION FEE: \$40.00 PER FAMILY due at the time of Bear Care Registration

Child's Name Grade/Homeroom Full Time Part Time

Mother/Guardian Name _____

Cell # _____ Work # _____

EMAIL _____

Father/Guardian Name _____

Cell # _____ Work # _____

EMAIL _____

EMERGENCY CONTACT INFORMATION

Those that should be contacted in the case of an emergency – give at least three:

Name _____ Cell # _____

Name _____ Cell # _____

Name _____ Cell # _____

Name _____ Cell # _____

Name _____ Cell # _____

Name _____ Cell # _____

Name _____ Cell # _____

MEDICAL INFORMATION

Allergies (name any and all allergies which may affect your child)

Nut/Peanut Allergies: YES NO Milk Allergy: YES NO

Other conditions or special needs: _____

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

Hospital Preference: _____

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: _____

AUTHORIZED PICK-UP

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.)

Who is authorized to pick up your child each afternoon from Bear Care: (if someone's name is not on the list they will be asked for ID)

NAME _____ CELL # _____

NAME _____ CELL # _____

NAME _____ CELL # _____

NAME _____ CELL # _____

NAME _____ CELL # _____

NAME _____ CELL # _____

NAME _____ CELL # _____

HOLY FAMILY SCHOOL PARENT HANDBOOK

2021-2022

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: All Bear Care Students must be checked in and allowed to eat a snack each afternoon. THEREFORE STUDENTS MAY NOT BE PICKED UP BEFORE 3:00. Any parent wishing to pick their child up before 3:00 p.m. MUST SEND THEIR CHILD TO CARPOOL THAT DAY. 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.

Late Pick Up and Late Pick Up Fee :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 by texting the Bear Care Director Pat Crocker, at 1-225-505-6265. Students who are left after 6:00 p.m. will be charged a \$20.00 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 empty lot across the street from the Baby Bear Care Building. Children in the cafeteria or on the playground will gather near the fence along Jefferson Avenue.

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.

Homework: Each Bear Care student in 1st-8th grade will be required to complete their homework at Bear Care. Fluency/Reading homework is an exception and can be completed at home with the parent. Students are allowed 45 minutes for homework each day. During the 45 minute homework time, students must be working on their homework, reading a book, or working on a quiet activity. Students who cause disruptions during homework time will receive a disciplinary write up. **PLEASE MAKE SURE YOUR CHILD HAS PENCILS AND A BOOK IN THEIR BOOKSACK DAILY FOR BEAR CARE. MANY STUDENTS DO NOT TAKE THEIR PENCIL BAGS OUT OF THEIR HOMEROOM, SO PLEASE MAKE SURE THEY HAVE AN EXTRA SET OF PENCILS SPECIFICALLY FOR USE IN BEAR CARE DURING HOMEWORK TIME. AGAIN THIS APPLIES TO 1ST-8TH GRADE BEAR CARE STUDENTS ONLY.**

Custody Records: Files of any court certified custody decrees and/ or 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.

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.

Discipline: Bear Care is an extension of Holy Family School. All policies and procedures as it relates to Discipline are followed in Bear Care just as they are during the normal school day. Students will be given a warning first, then a disciplinary notice will be written up and given to the parent upon pick-up. Upon the third disciplinary write-up, students will be suspended from Bear Care for one week. After two suspensions and upon the third suspension from Bear Care, students will be dismissed from Bear Care and all monthly tuition paid during the month the expulsion is issued and registration fees will be forfeited.

Breach of Contract: Parents sign this 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 are agreeing 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

_____ (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 Bear Care Parent Handbook. I understand that failure to sign this document results in my child/children NOT being admitted in to HFS Bear Care.

_____ (Initial) I understand the discipline, suspension and expulsion policies of Bear Care.

By signing this registration form I, _____, the parent or legal guardian of _____ agree to follow the rules and policies as set forth in the Holy Family Student Handbook. I understand that my child is enrolled in Bear Care for the school year 2021-2022. If I decide to withdraw my child for any reason, I am expected to give the Bear Care Director a two week notice. Refunds of Bear Care tuition are at the sole discretion of the Principal of Holy Family School.

Parent's Signature: _____ Date: _____

Bear Care Director Signature: _____ Date: _____