



St. Benedict School - Extended Day 2009/2010 Returning Student Enrollment and Contact Update Form

Child's Last Name	First	M	Sex	Birth date	Age	Grade	

Parent/Guardian		Parent/Guardian	
Name		Name	
Address		Address	
City	Zip	City	Zip
Home email:		Home email:	
Home phone:		Home phone:	
Cell phone:		Cell phone:	
Employer/ Occupation		Employer/ Occupation	
Work email:		Work email:	
Work phone		Work phone	

With whom does this child live? Check one:

- Both Parents
 Father
 Mother
 Legal Guardian
 Other: _____

Sibling names and ages (None): _____

Others Authorized to Log my Child In or Out of Extended Day – Photo ID Required			
Name	Relationship	Primary Phone #	2 nd Phone #

Emergency Contacts (should be familiar with your child's medical status)			
Name	Relationship	Primary Phone #	2 nd Phone #

Please inform the people above that they will be contacted in the event of an **emergency**, if the Guardians are unreachable, and they may be asked to pick up your child from Extended Day.

Disaster Contacts: 1) Name an Out-of-State Contact to call. 2) Name a Wallingford resident that can pick up and care for your child, if a disaster occurs.

Name	Address	Primary Phone #	2 nd Phone #
1)			
2)			

I certify that the above information is correct. I authorize St. Benedicts Extended Day to care for my child.

Parent/Guardian Signature: X _____

Parent/Guardian Signature: X _____



St. Benedict School - Extended Day Updated Medical Information and Consent Form

Please list any changes in your child's medical status or medications. This includes recent immunizations, braces, glasses, doctor changes, etc.:

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Due to Regulatory Requirements, the following additional forms must be completed IF:

Your child has Asthma, an 'Asthma Plan' form must be submitted, and medication provided, before your child can attend Extended Day. (The form is available at Extended Day.)

Your child has allergies, the following forms must be completed: 'Individual Plan of Care', 'Emergency Plan for Allergic Reactions' and an 'Allergy/Intolerance Report', as well as medication(s) provided, before your child attend Extended Day. (The forms are available at Extended Day.)

Consent To Medical Treatment Of Minor Children	
<p>I, (Parent/Legal Guardian) _____, hereby authorize my child, _____, to be given emergency treatment, including first aid and CPR, by a qualified St. Benedicts Extended Day Staff member. I also authorize and consent to my child's physician performing and providing medical, surgical, treatment, and procedures, as well as hospital admittance and care. If my child's physician and I cannot be reached, I herein authorize a licensed physician or hospital to safeguard my child's health. I give my permission for my child to be transported by ambulance or aid car to a hospital to receive treatment.</p>	
Parent/Guardian signature:	Date:
Parent/Guardian signature:	Date:



St. Benedict School - Extended Day Returning Student Financial Agreement

Child's Name: _____

St. Benedicts Extended Day provides several attendance options to choose from. Please carefully consider your circumstances, and then select the option that best suites your needs.

		Contract Rates per Child		
Attendance Type	Drop-In Hourly	2 Days Per Wk.	3 Days Per Wk.	4/5 Days Per Wk.
Mornings Only	\$5.00/hr	\$79.00/mo	\$111.00/mo	\$134.00/mo
Afternoons Only	\$5.00/hr	\$111.00/mo	\$165.00/mo	\$211.00/mo
Mornings & Afternoons	\$5.00/hr	\$165.00/mo	\$252.00/mo	\$314.00/mo

Drop-In Hourly Features:

- Maximum attendance is **≤ 1 day per week**, per child.
- Logged attendance is billed in arrears, due by the 15th of the following month.
- Any portion of an hour in attendance is rounded up to the next whole hour.
- Tuesday 2:00 pm dismissal days = Drop-in Fee
- Noon Dismissal Days = \$15.00 Flat Fee (for any amount of time attended).
- School Closure Days = \$30.00 Flat Fee (for any amount of time attended).

Contract Rate Features:

- Contract amounts are **pre-paid** and due on or before the 1st of the month.
- Tuesday 2:00 pm dismissal days = \$0.00 additional fee.
- Noon Dismissal Days = \$0.00 additional fee.
- School Closure Days = \$20.00 Flat Fee (for any amount of time attended).
- No fees are assessed or due for attendance during the months of August and June (only for Contracts that remain unchanged throughout the school year).
- Any additional fees incurred in a calendar month are posted to the next month's payment due.
- Pro-rata refunds or credits are **not** made for days (or portions) not attended, for any reason.
- It is intended that your selection of **Contract Type** is binding for the entire school year. A change to the selected Contract Type is permitted solely at the discretion of the Director on a case-by-case basis, and only if certain requirements are met (see Director).

Policies applicable to all:

- Late pick-up fee = \$1.00 per minute, each minute after 6:00 PM.
- Extended Day payments may not be combined with your school tuition payment. Checks are made payable to 'St. Benedict Extended Day' and delivered to the Extended Day room.
- There is a \$30.00 NSF fee assessed if a tendered payment is not good; all future payments will only be accepted in the form of Cashiers Check drawn on a local bank.
- A two-week written notification is required to terminate a Contract Rate Financial Agreement. Two weeks prior to the first of the month. Fees continue to accrue until that two-week date.
- Any payment paid after the 15th of the month is subject to a late payment fee of \$25.00

✓ **Indicate your selection of Contract Type below:**

- Drop-In Hourly 2 days per week 3 days per week 4/5 days per week

✓ **Indicate your selection of Extended Day Session below:**

- Mornings Only Afternoons Only Mornings & Afternoons

Parent/Guardian's Signature: X _____

Parent/Guardian's Signature: X _____



St. Benedict School - Extended Day Returning Student Extended Day Policies

St. Benedict's Extended Day is a Washington State licensed childcare facility. In order to provide safe, secure, enriching, and State compliant care for your child, certain policies will be observed and enforced. Please read these policies carefully and provide certification of your understanding of these policies, in the Parent/Guardian signature fields below.

1. A completed 'Registration Packet' (all forms) must be submitted prior to admittance.
2. Extended Day is open Monday through Friday from 6:30 AM to 8:25 AM and from 3:00 PM to 6:00 PM. Except Tuesday 2 to 6:00 PM. See the 'Extended Day Handbook' for further hours of operation detail.
3. At a child's arrival or departure, a Guardian's **signature** and **log time** must be entered on the daily Attendance Log.
 - Only those non-Guardians previously authorized on the 'Enrollment and Contact Data Form' will be permitted to log your child in or out. Photo ID must be presented.
4. The Medication Policies specified in the 'Medical Information and Consent Form' will be observed. Please be sure that any updates are provided in a timely fashion.
5. Washington State nutrition guidelines are observed. You must note any dietary restrictions of a medical nature on the 'Medical Information and Consent Form'.
6. Photos, video or artwork by/of my child may be used on bulletin boards or other media (e.g. St. Benedict web site, newspaper, TV). I waive all compensation for such use.
7. Occasionally movies are shown at Extended Day that are a 'G' or 'Family' rating only. Please do not provide movies from home, unless it conforms to these ratings.
8. Emails are the principle means of communications to and from the Extended Day Director. Second are phone messages and messages on the daily log-in ledger. Third is a phone call between the hours of 9:00 am and 2:00 pm. You are expected to keep Extended Day apprised of any changes in your email contact data, and check your account regularly.
9. Children are not permitted to use the Extended Day hardwire phone. Extended Day Staff will contact you if there is a bona fide emergency (its intended use – not casual talk).
10. You are expected to have read the Extended Day Family Handbook before your child attends Extended Day, as it contains important information that is not found elsewhere. It is also your ongoing reference guide for Extended Day.

I hereby certify that I have read, understand, and agree to the policies listed above.

Parent/Guardian signature: X _____ Date: _____

Parent/Guardian signature: X _____ Date: _____