

Emergency Contact and Medical Information for a Child

Child's Name	Date of Birth		M	F
			Sex	
Parent's/Guardian's Name	Parent's/Guardian's Name			
Home Phone	Work Phone	Home Phone	Work Phone	
Address		Address		
City, ST ZIP Code		City, ST ZIP Code		
Email		Email		

Alternative Emergency Contacts/Authorization for pick up

Primary Emergency Contact	Secondary Emergency Contact
Home Phone	Home Phone
Work Phone	Work Phone
Emergency Contact	Emergency Contact
Emergency Contact	Emergency Contact

Medical Information

Hospital/Clinic Preference	
Physician's Name	Phone Number
Insurance Company	Policy Number

Allergies/Special Health Considerations

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

Parent's/Guardian's Signature	Date
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I give permission for my child to go on field trips. I release [Organization] and individuals from liability in case of accident during activities related to [Organization], as long as normal safety procedures have been taken.

Parent's/Guardian's Signature	Date
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Witness Signature	Date
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After School Care/ Before School Care Registration

For K to 6th grade

I wish to register my child: _____ grade: _____ for the Sacred Heart _____ASC,
 _____BSC Program.

BSC: Any time before 7:30 AM, children must be signed into BSC.

Before school care will only be available on days that students are signed up. Example: if no child is signed up for Tuesday, there will be no one here to receive your child. **DO NOT DROP STUDENTS IF THEY ARE NOT PREREGISTERED FOR THAT DATE.**

_____ Fulltime \$10.00 per week per **family**.

_____ Part time **M T W TH F** @ \$3.00 per day per child
 PLEASE CIRCLE ALL THAT APPLY

ASC:

Adjustments will be made for any days during the school year that ASC is not offered, in contrast all contract days that childcare is offered, will be billed. Childcare will not be offered for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Further, any no school day in which fewer than 10 children sign up, we will be unable to provide care.

Please choose one:

_____ Full time @ \$25.00 per week
 (Includes teacher work days/early release)

_____ Full time @ \$17.00 per week with early (before 4:00pm) pickup
 (Does not include teacher work days/early release)

_____ Part time on scheduled days **M T W TH F** @ \$6.00 per day
 (Includes early release **if falls on registered day**) Please Circle

_____ Drop in as needed @ \$7.00 per day, \$8.00 for early release days
 Must have emergency contact information form on file

_____ Full day childcare on No-School Days @ \$20 per day
 Must be pre-arranged for each date

FINANCIAL RESPONSIBILITY & PHOTOS

All fees are due and payable at the time of service. Fees for the current week are due no later than Friday by 5:30 p.m. If full payment on your account isn't received by the following Monday by noon, your account will be suspended, Sacred Heart childcare programs will not be able to accept your child for care the next day, and you will be assessed a \$5.00 per day late fee. All accrued fees must be paid before service can resume.

I do not want my child photographed _____

 Printed Name of the PERSON FINANCIALLY RESPONSIBLE

 Signature of the **Person Financially responsible** as indicated above

 Date

After School Care/ Before School Care Registration

For K to 6th grade

The Sacred Heart Afterschool Program offers a fun, safe, and nurturing environment for all children. We promote a balanced, supportive, and active, learning environment where children are encouraged to learn and discover through materials, participate in activities that challenge them and try novel ideas that foster creativity. Children have the opportunity to play with friends and relax at the end of the day. The program also provides children the opportunity to do homework with supervision from Sacred Heart Childcare staff. The S.H. ASC program gives children the chance to make choices to work alone, or in small groups engaged in either active or quiet activities that are adult supervised.

A typical ASC period would follow a schedule:

3:05 Arrival:

- Attending students will be seated in the cafeteria at the release of school and until role call is taken.

3:00 Snack:

- A variety of snacks are offered with a juice, punch, or milk.

3:15 – 4:00 Homework:

- We do our best to help students, however, we do not offer tutors, and so are not staffed to give one-on-one help or lessons.
- We do not encourage more than 45min. devoted to homework as we want to promote a balance.
- This is also the period that we offer craft materials and ideas in the cafeteria for those that either do not have homework and for those that finish.

Play:

- We offer a variety of games, building toys, craft materials, Barbie's, etc..
- We go outside about 4:00 each day that weather allows or we play in the gym.
- Occasionally we have gymnastics mats and encourage the children to only "perform" what they have learned in their outside classes.

Parent Pick up:

- Students will only be released to persons on the pick-up list.
- Students must be signed out by parent or person picking up.

Fridays: We try to have a movie and popcorn. If the movie is rated PG, we post during that week for permission to show the movie. We do not plan a homework period on Fridays.

Photos: We do routinely take pics of the kids and post to the Little Gremlins Daycare Facebook page (look us up). **If you do not want your child to be photographed please make note of that on the enrollment form.**

No School Days: There is a signup offered for most no school days. There must be a minimum of 8 children signed up for childcare to be offered. No school day childcare is \$20/day.

Rules: Students are expected to follow the same rule as school in regard to behavior and self-control.

No fighting; no running in the cafeteria or halls; no profanity (or other unkind words); no destruction of property; no disrespect to staff, self, or peers. Students shall not leave area without permission.

Data and Cellular service is not allowed during ASC period. Our program phone # is 660-829-2803 if a parent needs to reach a child or if a child needs to contact a parent.

They may bring cell phones or tablets to play pre-loaded games, however, the program cannot be responsible for broken or lost items and **we do limit use** as we strive for balance. All content must be G rated.

Please feel free to contact Mrs. Smothers if you have any questions, csmothers@gogremlins.com or 573-280-4974.