

**Elementary Child Care
Registration Form
Completed Form MUST be returned,
with a \$15.00 registration fee.**

Parent's Name _____
Address _____
City _____
Home Phone _____ Cell Phone _____
Work Phone (mother) _____ (father) _____
Emergency Contact _____ Phone # _____

Please list child(ren) who will be participating, their age, grade, and homeroom teacher.

Child's Name	Age	Grade	Homeroom Teacher
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list anyone, other than parents, who might be picking up your child(ren). We will not release children to anyone other than those listed on this form.

Name _____ Phone # _____
Name _____ Phone # _____

What days of the week will your child(ren) participate?
Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____

What times do you expect to use child care BEFORE school?
6:00 - 8:15 _____ 6:30-8:15 _____ 7:00-8:15 _____ Vary _____

What times do you expect to use child care AFTER school?
3:00-6:00 _____ 3:00-4:00 _____ 3:00-5:00 _____ Vary _____

Please list any medical conditions of which we should be aware. Include food allergies!

Information Sheet for Montpelier Schools Child Care

Program Times

Morning Session: 6:00-8:15 a.m.

Afternoon Session: 3:00-6:00 p.m.

Montpelier Schools Child Care is open all school days, teacher workdays/in-service, and fog delays. Child Care will be closed for Thanksgiving, Christmas, and Spring Break. At the present time, Elementary Child Care is closed during Summer Vacation. Please have a back-up sitter for these times.

Procedures

Children may be dropped off in the morning at the first door past the main entrance and signed in by the parent or designate. Parents or designate will sign out their child in the afternoon from the same location. All designates **MUST** be listed on the registration form for children to be taken by anyone other than a parent.

Occasionally parents (designates) may be a few minutes late picking up their children due to weather conditions. Under no circumstance will children be left unattended, **EVER**. Staff will remain with the child until parents or designate arrives. Parents will be charged for additional time.

Payment

A non-refundable registration fee of \$15.00 will be collected, along with an enrollment form. The number of enrollments collected will determine the future of the child care program for the 2007-2008 school year. The enrollment fee will be returned if the child care program is not continued next year.

Cost: \$1.75 per hour

\$1.50 per hour for each additional child in the family

\$2.00 per child for every fifteen minutes for 'late pickup' starting at 6:05 p.m.

Bi-weekly statements will be sent home with students.

Payment will be due by check or cash. Checks are made payable to Montpelier Schools. Balance must be '0' at the end of each grading period. When the balance exceeds \$75.00, the balance due must be brought to '0' for the child(ren) to continue to attend. Payment may be given to the Child Care Director.

Weather-Related Situations

When the district announces a two-hour delay and/or an early dismissal, Child Care will be available until 6:00 p.m.

When a two-hour delay is followed by a school closing, parents need to have a back-up plan since the number of students attending determines whether child care is open

When school is closed due to inclement weather, Child Care will not be available.

Dress

Weather permitting; the children may go outside during afternoon Child Care. Please keep in mind that our weather is very changeable. Warm coats, hats, gloves, and scarves are a necessity during the winter.

Activities.

The Child Care program activities will include, but not limited to, arts and crafts, table games/puzzles, opportunity for quiet reading, homework study, self-guided activities, story time, etc.

Afternoon Snack

An afternoon snack will be provided for the Child Care children.