

**ST. VINCENT DE PAUL CATHOLIC SCHOOLS**  
**Elementary Before School Care Information**

Revised 2018

**PURPOSE:** The main purpose of Before School Care (BSC) is to provide supervised extended care for the children of working parents and parents who, for whatever reason, must drop their child(ren) off before normal school hours. Before School Care time should be safe, relaxed and enjoyable for the children. In order to ensure this atmosphere, students are expected to show respect for themselves and others and follow the rules they follow during the school day. If a child is a behavior concern, we will follow the guidelines in the school handbook.

BSC daily hours are 6:30-7:30 AM. Parents may use this service every school day or occasionally as needed. If used occasionally, parents should send a note indicating that their child needs to attend BSC and specify the date – advance notice is appreciated but not necessary. If at any time there is a change to your child's before school drop-off routine, please send a note to the school office.

**BSC USE:** Any child dropped off before normal school supervision begins at 7:30am will be considered as attending BSC, and families will be billed for those BSC days. We have had a number of families dropping children off beginning at 7:00am and that creates safety risks for the children and liability for the school. We provide BSC to address those issues and will begin billing for children's use of BSC even if not formally dropped off by a parent at the BSC room.

**ACTIVITIES:** Children will be supervised in the BSC room and, regardless of weather, will remain in the room once dropped off until 7:30 am. Children will be expected to follow the discipline guidelines in the St. Vincent Elementary Handbook. At all times there will be adult supervision of the children.

**REGISTRATION:** Whether your child attends regularly or one time, parents must fill out and sign the registration form so that we have emergency and medical information on file. We suggest every family fill this out for your children **at the beginning of the year** in case you need the BSC service unexpectedly. This will help assure the safety of your child.

**TAX INFORMATION:** Currently, some families deduct BSC fees from their taxes. You should consult your accountant or tax advisor to determine whether you can deduct BSC fees. In January, families may request a statement showing the BSC fees they have paid for the prior year.

**CONTACT INFORMATION:** If you need to contact BSC during BSC hours, please call the school office.

**FEES:** Fees may be paid for the entire year by August 31 (this provides the greatest discount), on the first of each month (which provides a discount), or a bill can be sent home a few days after the month ends for those of you with irregular work schedules or who only use BSC occasionally. ***You will not receive the monthly discount fee this year unless you pre-pay for the month by the 1<sup>st</sup> day of the month.*** Checks should be made payable to St. Vincent De Paul Catholic Schools. Please write separate checks for Before School Care and Lunch Money because these are separate accounts. If payments are not made in a timely manner, the parent may be asked to withdraw their child from BSC until the BSC bill has been paid. If a payment is returned to the school due to insufficient funds, a handling fee of \$10.00 will be charged in addition to bank fees that are assessed.

Please refer to the Fee Schedule on the back of this page.

ST. VINCENT DE PAUL CATHOLIC SCHOOLS  
**Elementary Before School Care Registration Form**

Student Name: 1) \_\_\_\_\_ Teacher \_\_\_\_\_  
2) \_\_\_\_\_ Teacher \_\_\_\_\_  
3) \_\_\_\_\_ Teacher \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Work Phone #: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone#: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Work Phone #: \_\_\_\_\_

**PEOPLE WHO HAVE PERMISSION TO PICK UP MY CHILD.** Parents listed above will always be able to pick up their children unless the BSC program is otherwise notified.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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Please note any allergies, medical concerns, or medications taken for any of the students listed above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My signature below indicates that I have read the information for the St. Vincent Before School Care Program and agree to follow all guidelines. I authorize BSC personnel to use the above information in the care/safety of my child/children.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SVE 2021-2022 School Year Before School Care Fees

| <u>Before School Care</u> | 1 Child | 2 Children | 3 Children | 4 Children | 5 Children |
|---------------------------|---------|------------|------------|------------|------------|
| <u>ANNUAL FEE</u>         | \$500   | \$950      | \$1350     | \$1700     | \$2000     |
| (Must be paid by Aug. 31) |         |            |            |            |            |
| <u>MONTHLY FEE</u>        | \$70    | \$135      | \$195      | \$250      | \$300      |
| <u>DAILY FEE</u>          | \$6     | \$11.50    | \$17       | \$23       | \$28.50    |