



Watkins Glen Elementary School

Before School Child Care 2016-2017 Application



The Before School Child Care Program for Elementary School students offers a safe and affordable opportunity that reinforces and enhances their overall school experience.

Student Last Name		Student First Name		Middle Initial	DOB	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Female Parent/Guardian				Male Parent/Guardian			
Female Parent/Guardian Name		Relationship to child		Male Parent/Guardian Name		Relationship to child	
Address (Residence)				Address (Residence)			
City, State, Zip Code				City, State, Zip Code			
Home and/or Cell Phone		E-Mail Address		Home and/or Cell Phone		E-Mail Address	
Relationship to Student : Mother <input type="checkbox"/> Step-Mother <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other (explain) _____				Relationship to Student: Father <input type="checkbox"/> Step Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other (explain) _____			
Employer		Work Phone		Employer		Work Phone	
Does child live with you? <input type="checkbox"/> Yes <input type="checkbox"/> No				Does child live with you? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<p style="color: red;">Is there a custody order or other legal agreement that governs custody of this child? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="color: red;"><i>If yes, a copy of order(s) MUST be provided. Please provide mailing information to joint/non-custodial parent/guardian if necessary.</i></p>							
Emergency Contact(s)							
1. _____ Phone _____ Relationship to student _____							
Authorized to pick up child? Yes <input type="checkbox"/> No <input type="checkbox"/>							
2. _____ Phone _____ Relationship to student _____							
Authorized to pick up child? Yes <input type="checkbox"/> No <input type="checkbox"/>							

Does child have any allergies i.e. nuts, bee stings etc.? Yes No

If yes, please explain: _____

Does child have special needs? Yes No

If yes, please explain: _____

My signature below acknowledges that I have read and agree to the Before School Child Care Program Guidelines and that attests to the accuracy and honesty of information above. I am responsible for informing the Child Care Program Monitor of **authorized persons allowed to give instructions regarding my child**, changes in address, phone, etc. **14 days notice** is required before dropping from program. I am responsible for any/all health costs should the need arise. I will not hold staff, program, or school district employees responsible for any liability. **Please note:** All Current Watkins Glen Elementary School rules, policies, & practices apply.

Parent/Guardian Name _____
Please Print

Relationship to child _____
Please Print

Signature _____

Date _____

BEFORE SCHOOL CHILD CARE PROGRAM GUIDELINES

Eligibility: All students applying for Child Care **MUST** be enrolled in the Watkins Glen Elementary School.

Holidays-Superintendent Conference Days: Service will NOT be provided during school-year legal holidays or Superintendent's Conference Days. These dates are listed on the school calendar.

No after-school daycare will be considered for September 11 as this is Grand Prix Day and it will be hard to access the school building after 11:15, or on the last day of school.

Additional Childcare Options

At this time we may plan after-school daycare for early-release days (half days). The proposed fee would be an additional cost of \$10 per day for daycare running from 11:15-2:45. Parents would need to pick their child(ren) up, as there is no busing after 11:15 AM on early release days.

Parent/Guardians of children signed up for the morning program will be contacted in advance to see if there is enough interest to have childcare available on the below listed options.

____ District Early Release Days (half days)

____ Parent/teacher conference day(s) when students are not in session - **\$20.00 FULL DAY**

Fees - Payment Schedule - ALL PAYMENT IS DUE IN ADVANCE.

\$25.00 per Full Week (\$5.00 Daily Rate)

*Payments are due Friday before the week of service. A **\$5.00 per day late fee** will be assessed on the 2nd (and future) times when a family is late in payment. There will be a **\$25 charge fee for each returned check**. Students will not be able to attend day care if payment is not received prior to the week of service.*

Breakfast: Breakfast is included in the cost this year.

Clothing: Students should wear clothing appropriate for the weather/forecast. You may wish to leave an extra set of clothing at the program. Please have/wear sneakers daily (for outside play).

Personal Possessions: We discourage students bringing personal items to the program unless they can be shared with all participants. Program will not be responsible for loss or breakage. We cannot guarantee prevention of loss or breakage.

Drop Off: Students may be dropped off as early as 6:50 AM at the **NORTH FACING DOOR of ES Cafeteria One** adjacent to the field house parking lot. Parents must sign in their child(ren) daily. *Due to buses arriving in drop off area, we are requesting that **AFTER 7:40 AM STUDENTS MUST BE DROPPED OFF IN THE SOUTH ENTRANCE LOOP OF THE ELEMENTARY SCHOOL.***

Inclement Weather (snow days): In the event of 1 to 2 hour school delay due to inclement weather, child care will still be available during our normal times. *If school closes after you have dropped off your child, parent/guardian will be notified to pick up their child.*

Health: Updated health records and immunizations **must** be on file with the school nurses Mendy Thorsland or Wendy Hatch in the Health Office.

Sickness: If your child is sick they will not be allowed to attend the program. If they are well enough to attend, they will participate in all activities. (See district school rules or school nurse for further information on illness guidelines)

Accidents: Parent/guardian will be notified of all accidents requiring first aid treatment.

Termination: Two (2) weeks' (14 days) notice is required when child withdraws/terminates from program. Child Care may be terminated for children who are a danger to themselves or others, or when tuition payment is not made on time or regularly.

Behavior: Children will respect self, others, their belongings, and school property. Hitting, pushing, shoving, biting, fighting, swearing, or other unsafe, inappropriate behavior will not be tolerated.

- ☛ **1st Offense - Behavior re-directed and parent contacted.**
- ☛ **2nd Offense - Time out (1 minute per year of age) and parent contacted.**
- ☛ **3rd Offense - Principal notified and parent contacted.**
- ☛ **4th Offense - Parent will be requested to pick up child and they will be terminated from program.**

Please return application to the Elementary School Principal's Office.