

**Saint Matthew School
Cardinal Kids
Family Handbook**

2019-2020

12210 S. 36th St.

Bellevue, NE 68123

402-291-2030 – School Office

402-594-7512 – Cardinal Kids

www.stmatthewbellevuene.net

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You will find this form in the Cardinal Kids Family Handbook located at www.stmatthewbellevuene.net , on the online registration, select Agreements, or on Sycamore, select Documents then Cardinal Kids.

WELCOME TO SAINT MATTHEW SCHOOL'S CARDINAL KIDS PROGRAM

Welcome to Saint Matthew School's Cardinal Kids program. My Name is Barbara White. I am the Director of the Program. Cardinal Kids is a before and after school program for Full-Time Pre-K-8th grade children who attend Saint Matthew School.

We will provide quality care which parents can rely on throughout the year. Children will be offered options and opportunities to participate in a variety of activities. It is our goal to provide a safe, structured, caring, and fun environment for the children enrolled at Saint Matthew School. All questions and concerns are sincerely welcomed and appreciated.

Cardinal Kids is licensed by the State of Nebraska and follows guidelines provided by the Nebraska Department of Health and Human Services.

Saint Matthew's recognizes that, in some instances, the unanticipated or intermittent need for before and/or after school care may arise. State Law requires that ALL paperwork be completed and turned in to the Director before children are permitted to attend. Therefore, Leadership is requiring that **ALL** Saint Matthew families fill out paperwork, whether you intend to use the Program or not. This will ensure that your child has a safe and fun experience if you have an unanticipated situation that may cause you to need before and/or after school child care (traffic, delayed appointment, etc.).

Please read the **SAINT MATTHEW CARDINAL KIDS FAMILY HANDBOOK** and fill out the **Cardinal Kids Registration Schedule Form** found in the Handbook at www.stmatthewbellevuene.net, on the online registration, select **Agreements**, or on **Sycamore**, select **Documents** then **Cardinal kids**.

If you do not intend to use the Program, or plan to use it on an as-needed basis (4 days or less per morning and/or 4 days or less per afternoon, per month), choose the **Drop-In** Option on the **Cardinal Kids Registration Schedule Form**.

Thank you for choosing Saint Matthew's Cardinal Kids Program for your childcare needs! I look forward to meeting and working with you and your children.

The following information should give you a good idea of what goes on at Cardinal Kids and any policies, rules, and expectations we have for the program.

SAINT MATTHEW SCHOOL'S CARDINAL KIDS PROGRAM

HOURS: MORNINGS: 6:30am – 7:45am AFTERNOONS: 3:05/3:10/3:15/3:20pm- 6:00pm (see Saint Matthew School Handbook for dismissal times for your child's grade)

POLICIES AND PROCEDURES:

Cardinal Kids is only offered on school days (closed on snow days, holidays, etc.). In the case of an emergency early close, parents will be expected to pick up students as soon as possible.

You are responsible for payment of Registered Schedule days. If you have any changes to your schedule during the year, please contact the Director to discuss adjusting your plan.

PAPERWORK: Saint Matthew's recognizes that, in some instances, the unanticipated or intermittent need for before and/or after school care may arise. State Law requires that ALL paperwork be completed and turned in to the Director before children are permitted to attend. Therefore, Leadership is requiring that **ALL** Saint Matthew families fill out paperwork, whether you intend to use the Program or not. This will ensure that your child has a safe and fun experience if you have an unanticipated situation that may cause you to need before and/or after school child care (traffic, delayed appointment, etc.).

If you do not intend to use the Program, or plan to use it on an as-needed basis (4 days or less per morning and/or 4 days or less per afternoon, per month), chose the **Drop-In** Option on the **Cardinal Kids Registration Schedule Form** found in the **Cardinal Kids Family Handbook** at www.stmatthewbellevuene.net , on the online registration, select **Agreements**, or on Sycamore, select **Documents** then **Cardinal kids**.

If the Director of the Program does not have paperwork on your child/ren and they are dropped off early or picked-up late, they will be sent to the Office and you will be charged the following rates: **First Time -\$50.00 per child, Second Time - \$75.00 per child, Third Time - \$100.00 per child.**

EARLY DISMISSAL DAYS: The Program will be open on days when school gets out early. **PLEASE SEND IN A COLD LUNCH WITH YOUR CHILD** on early dismissal days, if your child will attend the Program.

DROP-OFF: Children must be physically walked into the building and signed in by a parent/guardian, in the morning. Staff will be responsible for signing students out in the morning and taking them to their buildings. You may sign your child in anytime between 6:30am and 7:45am. We **DO NOT** serve breakfast, but anyone arriving by 7:30am may bring a snack or breakfast (heating/cooling not provided).

After school, a staff member will pick students up from their buildings and sign them into Cardinal Kids. School gets out 3:05/3:10/3:15/3:20pm (See Saint Matthew School Handbook for dismissal time for your child's grade). Any students dropped off before 7:45am or not picked up on time in the afternoon will be sent to Cardinal Kids, signed in, and you will be billed accordingly.

PICK-UP: Children must be signed out by a parent or other authorized person (**PLEASE ENSURE YOU/GUARDIAN PRINT YOUR NAME AND WRITE THE TIME ON THE SIGN-OUT SHEET**). Children can only be released to the authorized people you listed on your online registration/Cardinal Kids Registration Schedule Form. If others need to pick up your child, you must contact the School Secretary or the Program Director/staff. A photo I.D. may be requested from that person. Please let the Director know if there is anyone with whom your child is **NEVER** allowed to be released.

Children **must** be picked up by 6:00pm. Please be mindful of staff and their schedules outside of work. If picked up past 6:00pm the following fees will occur: **First Time -\$50.00 per child, Second Time - \$75.00 per child, Third Time - \$100.00 per child.**

DAILY ACTIVITIES

Snack: Cardinal Kids does not provide breakfast. Children may bring in a morning snack/breakfast if they arrive by 7:30am. We will provide an afternoon snack. If students want to bring an extra snack from home, they may eat it at snack time (healthy choices, please). We do not have heating/cooling available, and we may not always have forks, spoons, plates, etc. **Parents must provide snacks for any children with food allergies.**

Homework: We will offer homework time. If a child says they do not have homework, we will accept their response. Children may work on homework, read, draw, or do other approved activities during this time. Children are expected to maintain quiet voices or they will be asked to not talk at all. Children may ask for help with homework, but we will not check/correct homework.

Outside Time: The children will go outside every day, weather permitting. They will either have free time or participate in a group activity. All school rules for the playground apply at Cardinal Kids and the children will be expected to follow them. It is essential that children wear appropriate outside clothing for weather. **Please label jackets, sweaters, hats, gloves, sweatshirts, and although we do remind students to gather all their belongings before they leave, it would help if you also remind them to get sweaters, coats, etc. when picking up.**

Gym Use: When the gym is available, the children will be allowed to have free time or participate in a group activity during this time. Children are only allowed in the gym when a staff member is present. Only Cardinal Kids equipment/toys can be used in the gym. Per leadership, **STUDENTS MUST WEAR TENNIS SHOES IN THE GYM. PLEASE MAKE SURE THEY HAVE TENNIS SHOES ON, OR WITH THEM- ESPECIALLY ON CLASS A DAYS.**

Group Activity Time: A few days a week we may have planned group activities. These activities will vary, but may include art projects, games in the gym or commons, and outside games. Sometimes we will split the children up into age groups and do separate activities. The children are asked to participate in these activities. If they choose not to, they may be asked to sit and watch or read quietly.

Items From Home: Electronics from home are not allowed. If a child is found using one, they will be asked to put it away or a staff member will put it in the office for safe keeping until the child goes home. Children may bring toys, but we will not be held responsible if toys brought from home are broken or lost. In some cases, children may be asked to share the toy with other children or to put the toy away if it is causing problems.

Movie Days: Occasionally we will have movie days. Usually these occur when we cannot go outside or in the gym. Children are welcome to bring movies from home, but they will be shown at the discretion of the Staff.

Discipline with a purpose info

Self-Discipline: Here is a list of self-discipline skills that will be used by the Extended Care Staff for our children who attend.

1. Listening
2. Following Instructions
3. Asking Questions
4. Sharing: Time, Space, People & things
5. Exhibiting Social Skills & Leadership
6. Cooperating with Others
7. Understanding Reasons for Rules
8. Figuring Out How to Accomplish Tasks on Your Own
9. Communicating Effectively

10. Positive Approach: We believe in catching children doing something good and pointing it out. We hope to encourage good behavior to provide a more fun, positive environment for the staff and children.

Code of Conduct

1. No use of violence, force, noise, coercion, threat, intimidation, fear, insubordination, or other similar conduct in a manner that constitutes an interference with the Extended Care Program.

2. No false communication, verbal or written, of the presence of a bomb or other explosive device.

3. No willful causing or attempting to cause damage to another's property.

4. No stealing or attempting to steal another's property.

5. No causing or attempting to cause physical injury to oneself or others including the throwing of objects or materials which could cause physical injury except where such injury results from accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person.

6. No threatening or intimidating or transmitting any object or material that is generally considered to be a weapon.

7. No possessing, handling or transmitting any object or material that is generally considered to be a weapon.

8. No use of derogatory, vulgar or obscene language.

9. No causing a false fire alarm.

10. No repeated violation of any valid rules of conduct established by St. Matthew Catholic School and by St. Matthew School Board policies.

HEALTH, SAFETY, AND EMERGENCY PROCEDURES

If your child has a known medical condition (e.g. asthma, diabetes, seizures, allergies, etc.), please be sure the Director is aware and knows what to do if a problem should occur.

SICK POLICY: If a child becomes ill while attending the program, the parent/guardian will be notified immediately. The child may not remain or attend Cardinal Kids if any of the following symptoms are present:

- Temperature of 100 degrees, or more
- Vomiting or diarrhea
- Skin infection or rash of unknown causes
- Lice infestation
- Evidence of contagious disease/infection

If a student is not present during school hours, that student is not permitted at the Program unless special permission is given by administration.

COMMUNICABLE DISEASES: Please refer to the Saint Matthew School Family Handbook. We follow the same procedure as Saint Matthew School.

INCIDENT REPORTS: Minor injuries sustained at Cardinal Kids will be handled by the program staff. There will always be a staff member on duty that is CPR and First Aid certified. An incident Report will be filled out for each injury and a copy will be given to the parents.

MEDICAL EMERGENCIES: If a medical emergency arises, the staff will first try to contact a parent/guardian. If they cannot be reached, the staff will contact the child's doctor. If the emergency is such that immediate medical attention is necessary, the staff will contact 911.

MEDICATION: We do **NOT** dispense medication. An Epi Pen and inhaler will be allowed, as these are considered emergency methods, and **MUST** be provided by parents.

ILLEGAL DRUGS/SMOKING/ALCOHOL: Please refer to the Saint Matthew Family Handbook. We follow the same policies.

ALLERGIES: all children with food or other allergies will require a Doctor's note verifying the condition. If any Special snacks are needed for food allergies, **the parents will be responsible for providing the snacks for Cardinal Kids, for that child.**

EMERGENCY PROCEDURES

Cardinal Kids regularly participates in drills for fire and tornado safety, and for Lockdown, Shelter, and Evacuation procedures (animal, kidnapping, weapon, etc.). We follow the same procedures as Saint Matthew School.

In an emergency to evacuate to another location, the plan is to follow Saint Matthews' protocol. We will go to the Anderson Grove-Presbyterian Church. We will have our cell phones and children's emergency folders. We will notify parents, stay with the children until the emergency clears, and reunite them with their families.

Safety is our number one priority. Thank you for your cooperation and understanding on these matters.

Division of Public Health

PARENT INFORMATION BROCHURE FOR LICENSED CHILD CARE



Licensed Child Care

You have chosen to use a licensed Child Care provider for the care of your child or children.

According to Nebraska State law (Neb. Rev. Statute 71-1909), the licensing and regulation of Child Care programs exists to protect children and to assist parents in making informed decisions about the enrollment and care of their children in Child Care programs. These licensing and regulatory responsibilities are within the Department of Health and Human Services (DHHS).

Nebraska Law requires anyone providing care to four or more children from different families, for compensation, to be licensed.

The Types of Licensed Child Care in Nebraska are:

- Family Child Care Home I
- Family Child Care Home II
- Preschool
- Child Care Center
- School-Age Only Center



Roles and Responsibilities of Child Care Licensing

The roles and responsibilities of DHHS Child Care Licensing staff are to ensure that programs are providing proper care for and treatment of the children they serve, and that the care and treatment are consistent with the child's physical well-being, safety, and protection.

Licensed Child Care programs are encouraged to involve you. We urge you to let your Child Care provider's staff know of any concerns. There may be situations where you believe that the program is not responding to your concerns or may not be meeting state licensing standards. This brochure,

which Child Care providers are required to share with you, provides information that might be helpful in those situations. Please complete the receipt section and return it to your Child Care provider. This will be kept with your child's records.

Responsibilities of Licensed Child Care Providers

Licensed Child Care providers should:

Comply with child care regulations for their license type at all times.

Obtain and maintain accurate records for children they have in care, such as Enrollment Forms, Parent Information Brochure Receipts, Immunization Records and Medication Administration records.

Keep accurate and up-to-date records for their license and staff members. Report changes to Child Care Licensing and complete required paperwork to reflect changes.

Allow access to their licensed facility when children are in care at all times to parents, Child Care Licensing representatives and the Fire Marshal.

Develop policies and procedures for their programs.

Communicate with families their needs and concerns for the children in care.

Contact Child Care Licensing with any question or concerns they may have.

800-600-1289

402-471-9278 or

dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

Expectations of Child Care Consumers

As a consumer of Licensed Child Care you should:

Read thoroughly all the information your provider gives you.

Complete your Child's Record Forms and return to your provider before your child begins care. Review and update these records as needed.

Supply your provider with your child's immunization records and keep them updated as needed.

Sign and date the receipt of this Parent Information Brochure for Licensed Child Care and return it to your provider before your child begins care.

Talk to your Child Care provider regularly to address needs and concerns for your children in care and as a parent.

Be informed of the child care regulations. Make sure you know what your licensed child care provider is regulated to do or not do.

Contact Child Care Licensing with any questions or concerns you may have.
800-600-1289
402-471-9278 or

dhhs.ne.gov/publichealth/Pages/crl_childcare_index.aspx



Contact Information for Child Care Licensing

The following information may be of help in gathering information about Child Care Licensing and includes a mailing address, phone numbers and websites.

For questions regarding Child Care Licensing:

800-600-1289 (toll free)

Child Care Licensing

Department of Health and Human Services
PO Box 94986

Lincoln, NE 68509-4986

dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

Review or request a copy of Child Care Licensing Regulations:

dhhs.ne.gov/Pages/reg_1391-2.aspx

Phone: 800-600-1289

Request copies of Compliance Reviews, the results of Licensing visits to the provider:

Douglas, Sarpy, Washington, Cass
County—402-595-3343

All other counties—800-600-1289

Review Negative Actions:

dhhs.ne.gov/publichealth/Pages/crl_monthlydisciplinereports.aspx

Make a complaint:

dhhs.ne.gov/publichealth/Pages/crl_childcare_complaints.aspx

Phone: 800-600-1289

Review or request a roster of Licensed Child Care Providers:

dhhs.ne.gov/publichealth/Documents/ChildCareRoster.pdf

Phone: 800-600-1289

Additional Resources

These resources may be of additional interest to you.

Child Abuse/Neglect Hotline
800-652-1999

Child and Adult Care Food Program:
800-731-2266
www.education.ne.gov/NS/cacfp/index.html

Child Care Subsidy (ACCESS Nebraska)
accessnebraska.ne.gov

Nebraska Dept of Health and Human Services
dhhs.ne.gov

Nebraska Immunization
dhhs.ne.gov/publichealth/Pages/immunization_index.aspx

State of Nebraska
nebraska.gov

Child Care Licensing
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

National Network for Childcare
www.nncc.org/

National Children's Coalition
teenzeen.org

SAINT MATTHEW CARDINAL KIDS PROGRAM REGISTRATION AGREEMENT

1. I have read the Cardinal Kids Family Handbook found at www.stmatthewbellevuene.net, on the online registration, select Agreements, or on Sycamore, select Documents then Cardinal Kids, and I agree to the policies and procedures.
2. I understand that if my child arrives before 7:45am or remains at school after 3:05/3:10/3:15/3:20pm, he/she will be checked into Cardinal Kids and I will be billed accordingly. (See the Saint Matthew School Handbook for dismissal times for your child's grade).
3. I understand that Cardinal Kids is only offered on school days (closed whenever school is closed).
4. I understand that ALL paperwork must be completed and turned in before my child may attend Cardinal Kids.
5. I understand that I am responsible for payment of Registered Schedule days, in 10 equal, monthly payments, prorated for all non-school days, paid a month behind (September for August, - June for May). Payment will be automatically withdrawn from my Facts Account on the 15th of each month. I will contact the Director if there are any changes to my schedule or concerns about paying fees in full.
6. I understand that my child MUST be picked up NO LATER THAN 6:00pm. I understand that there will be extra fees for late pick-ups. I understand that repeated late pick-ups can lead to disenrollment from the Program. I understand there will also be extra fees for over-using the Part-Time plan and not having paperwork turned in, if I use the Program. (See the Cardinal Kids Schedule Options, Rates, Fees, and Billings Page in the Handbook for the above extra fees).
7. I understand that the Cardinal Kids staff will assume responsibility for my child from arrival time until he/she is picked up.
8. I understand that my child must be walked into the building in the morning and signed in - **PLEASE PRINT**. I will physically come into the building in the afternoon to sign my child out - **PLEASE PRINT**.
9. I understand that my child will only be released to authorized persons listed online/on the Cardinal Kids Registration Schedule Form. I will notify Cardinal Kids staff if someone other than those listed will be picking up my child. I will inform the Director if there are any people with whom my child should **NEVER** be released. A photo ID may be requested from anyone other than a parent or guardian who picks up a child from the Program.
10. I understand that my child will NOT be allowed to leave to go back to classrooms, for any reason, unless the teacher initiates it and walks him/her to and from the classroom.
11. I understand that my child may bring their own breakfast (if they arrive by 7:30am), but there will not be heating, cooling, utensils, etc. available. Cardinal Kids provides afternoon snacks but my child may bring an extra snack for the afternoon as long as it is a healthy choice (fruit veggies, apple sauce, pretzels, etc.). **Anyone with food allergies will be responsible for providing afternoon snacks.**
12. I understand that the Cardinal Kids Program does NOT dispense medication. An Epi Pen and Inhaler will be allowed, as these are considered emergency methods. I understand that **I must provide Epi Pens and Inhalers to Cardinal Kids if my child requires one.**
13. I understand that activities include quiet/homework time, games, art, recess, gym time, free time etc., and that my child will go outside whenever weather permits. My child will be sent to school in appropriate attire (please label coats, sweaters, sweat shirts, gloves, hats, etc.). Cardinal Kids will use the gym, when available. My child must wear tennis shoes to use the gym.
14. I understand that if my child is having trouble adjusting to the routine, a conference will be arranged with the Director.
15. I understand that if a medical emergency arises, the Cardinal Kids Staff will first attempt to contact me. If I cannot be reached, they will contact the child's doctor. If the emergency requires immediate attention, the staff will call 911.
16. I understand that electronics from home are not allowed at Cardinal Kids. My child may bring toys, but Cardinal Kids will not be held responsible if toys brought from home are broken or lost. My child may also be asked to share toys from home or they may be asked to put them away, if they are causing a disruption.
17. I understand that videos may be shown, once-in-a-while. Videos will be shown at the discretion of the Director.
18. **I understand that physical contact between students is unacceptable and may result in disenrollment from the program.**
19. I understand that on Early Dismissal days, I will send my child to school with a **cold lunch**.

CARDINAL KIDS SCHEDULE OPTIONS, RATES, FEES, AND BILLING
MONTHLY RATES FOR KINDERGARTEN – 8TH GRADE STUDENTS

| SCHEDULE OPTION | ONE CHILD | 2 CHILDREN | 3 CHILDREN | 4 TH AND 5 TH CHILDREN |
|---|-----------|------------|------------|--|
| MORNINGS: 6:30am-7:45am | \$51.00 | \$85.00 | \$125.00 | \$10.00 PER MONTH-PER SIBLING |
| PART-TIME AFTERNOONS: 3:10pm/3:15pm/3:20pm- 4:15pm OR 2 DAYS PER WEEK * | \$70.00 | \$125.00 | \$175.00 | \$10.00 PER MONTH-PER SIBLING |
| FULL-TIME AFTERNOONS: 3:10pm/3:15pm/3:20pm 6:00pm ** | \$140.00 | \$215.00 | \$297.00 | \$10.00 PER MONTH-PER SIBLING |
| DROP-IN MORNINGS: 4 days or less per month (billed only if used) *** | \$5.00 | \$7.00 | \$9.00 | \$2.00 PER DAY-PER SIBLING |
| DROP-IN AFTERNOONS: 4 days or less per month (billed only if used) *** | \$10.00 | \$5.00 | \$5.00 | \$2.00 PER DAY EACH-PER SIBLING |

*PART-TIME AFTERNOON OVER-USE FEES: You will be charged the Full-Time rates for the month if you pick up past 4:15pm on any day per month/use the Program more than 2 days in any week that month.

**FULL-TIME AFTERNOON OVER-USE FEES: Children must be picked-up by 6:00pm. Please be mindful of staff and their schedules outside of work. If children are picked-up past 6:00pm, you will be charged the following rates:

FIRST TIME: \$50.00 per child SECOND TIME: \$75.00 per child THIRD TIME: \$100.00 per child

If you drop off early or are not available to pick-up on time, and you do not have paperwork (Cardinal Kids Registration Schedule Form (www.stmatthewbellevuene.net, on the online registration, select Agreements, or on Sycamore, select Documents then Cardinal Kids) filled out and turned in, your child will be sent to the office and the same fees as above (FULL-TIME AFTERNOON OVER-USE FEES) will apply.

***DROP-IN OVER-USE FEES: You will be charged Full-Time rates for the month if you use the Program 5 days per Morning and/or 5 days per Afternoon, or more, per month.

MONTHLY RATES FOR FULL-TIME PRE-KINDERGARTEN STUDENTS USING THE CARDINAL KIDS PROGRAM:

You will be charged \$200.00 per month for unlimited use of Cardinal Kids.

If you do not sign-up for the Cardinal Kids Program you are not eligible to use the Program at all, not even as a Drop-In. If your situation changes, please contact the Director.

BILLING

Cardinal Kids will use the same Facts Billing Program that the School uses for Tuition. You will be billed in 10 equal payments, pro-rated for non-school days. Payment will be Auto billed on the 15th of each month, a month behind (i.e. You will be billed in Sept. for August-June for May). If you have any questions, please do not hesitate to contact the Director of the Program at 402-291-2030, or e-mail at brwhite@schools.archomaha.org.

REMINDERS

- You are responsible for payment of all Registered Schedule days. If your schedule changes, at any time, contact the Director.
- Students dropped off before 7:45am or picked-up past 3:05pm/3:10pm/3:15pm/3:20pm (see the Saint Matthew School Handbook for dismissal times for your child's grade) will be sent to Cardinal Kids and you will be billed accordingly.
- Additional fees will be incurred for over-use of the Part-Time schedule (past 4:15pm, or/more than 2 days in any one week), late pick-up (past 6:00pm), and not having paperwork filled out and turned into the Director of the Cardinal Kids Program-if your child/ren uses it. Full-Time rates will apply to anyone using the Drop-In Option more than 4 days per month in the Morning, and/or more than 4 days per month in the Afternoon.
- All students will be walked into the building and signed in by the parent/guardian in the Morning. All students will be signed out by a parent/guardian in the Afternoon. (PLEASE BE SURE TO PRINT YOUR NAME AND WRITE THE TIME YOU DROP-OFF/ PICK-UP). Students will only be released to those listed on the on-line registration/Cardinal Kids Registration Schedule Form.
- Epi-pens and inhalers MUST be provided to the Director by the parents of children with allergies. Afternoon snacks MUST be provided by parents of children with food allergies.
- We are closed anytime school is out. We do not serve breakfast, but we do provide snacks in the afternoon. You are welcome to send in food in the morning (we do not have heating/cooling, etc.). You may send in an extra snack for the afternoon (healthy choices, please).
- We are open on half-days of school. Lunches MUST be provided by parents on those days.

CARDINAL KIDS REGISTRATION SCHEDULE FORM

ALL Saint Matthew School families MUST fill out the following information and turn it in (scan, e-mail, mail, drop off) as soon as possible after registering for school, even if you do not intend to use the Cardinal Kids Program.

| | | | | | |
|-------------------|-------|-----|-------------------|-------|-----|
| NAME OF STUDENT/S | GRADE | DOB | NAME OF STUDENT/S | GRADE | DOB |
| | | | | | |
| | | | | | |

MOTHER'S NAME/HOME PHONE/CELL PHONE/E-MAIL ADDRESS: _____

FATHER'S NAME/HOME PHONE/CELL PHONE/E-MAIL ADDRESS: _____

List ALL persons (and phone #'s) with whom children may be released (if not listed, children will not be released without parent consent):

List ALL medical/allergy information (if none, please write none): _____

PRE-KINDERGARTEN: FAMILIES WHO WILL BE USING THE CARDINAL KIDS PROGRAM WILL BE CHARGED \$200.00 PER MONTH FOR UNLIMITED USE. IF YOU DO NOT SIGN UP FOR THE PROGRAM, YOU ARE NOT ELIGIBLE TO USE THE PROGRAM, EVEN AS A DROP-IN. PLEASE FILL OUT THE SCHEDULE BELOW.

Kindergarten-8th Grade:

Check any sections that apply, based on your best knowledge of your schedule. Mark the Drop-In section if you do not plan to use the Program or plan to use it 4 days or less per month. Discuss any changes to your schedule during the year with the Director.

| | |
|---|--|
| <p>I will use Mornings:</p> <p>_____ More than 4 times a month</p> <p>_____ Drop-In (4 days or less per month, Emergency, or not at all)</p> <p>_____ I do not know my schedule yet, but will contact the Director as soon as I do</p> | <p>I will use Afternoons:</p> <p>_____ Part-Time (2 days or less per week, or pick-up by 4:15pm daily)</p> <p>_____ Full-Time (3 days or more per week)</p> <p>_____ Drop-In (4 days or less per month, emergency, or not at all)</p> |
|---|--|

Please fill in the estimated days/hours you expect to use the Program

| DAYS | AM: IN | AM: OUT | PM: IN | PM: OUT |
|-----------|--------|---------|-----------------|---------|
| MONDAY | | 7:45 am | 3:05 pm/3:20 pm | |
| TUESDAY | | 7:45 am | 3:05 pm/3:20 pm | |
| WEDNESDAY | | 7:45 am | 3:05 pm/3:20 pm | |
| THURSDAY | | 7:45 am | 3:05 pm/3:20 pm | |
| FRIDAY | | 7:45 am | 3:05 pm/3:20 pm | |

Kindergarten-8th Grade - See the Cardinal Kids Schedule Options, Rates, Fees, and Billing Page for monthly rates. You will be billed through the Facts Program

I HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES IN THE CARDINAL KIDS FAMILY HANDBOOK (to include the DHHS Parent Information Brochure) AND HAVE GONE OVER THEM WITH MY CHILDREN. (For the complete Handbook go to www.stmatthewbellevuene.net, on the online registration, select Agreements, or to Sycamore, select Documents then Cardinal Kids)

SIGNATURE: _____ DATE: _____