

*MCSH*

**Saint Matthew School  
Cardinal Kids  
Extended Care  
Family Handbook  
2021-2022**

**12210 S. 36<sup>th</sup> St.**

**Bellevue, NE 68123**

**402-291-2030 – School Office**

**402-547-5388 – Cardinal Kids**

**Extension: 1500**

**[www.stmatthewbellevuene.net](http://www.stmatthewbellevuene.net)**

**[brwhite@schools.archomaha.org](mailto:brwhite@schools.archomaha.org)**

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## **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-8<sup>th</sup> grade children who attend Saint Matthew School.

We will provide quality care from 6:30am-start of school and from end of school until 6:00pm 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.

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.

For the complete Cardinal Kids Family Handbook, please log into Sycamore or contact the Director of Cardinal Kids.

## SAINT MATTHEW SCHOOL'S CARDINAL KIDS PROGRAM

**HOURS:** MORNINGS: 6:30am – Start of School    AFTERNOONS: Dismissal- 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.

**EARLY DISMISSAL DAYS:** The Program will **NOT** be open in the afternoon on days when school gets out early.

### **DROP-OFF:**

**MORNINGS:** 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.

**AFTERNOONS:** Students who are registered for Cardinal Kids and are not picked-up by final bell, will be signed into Cardinal Kids by a staff member.

Students not registered for Cardinal Kids who are not picked-up by final bell will be sent to the Office and their policies and fees will apply.

### **PICK-UP:**

**AFTERNOONS:** 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. Please ensure your child eats before arriving to Cardinal Kids in the morning. 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). **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 INFORMATION

Self-Discipline: Here is a list of skills that will be used for our children as Saint Matthew School:

1. Listening
2. Following instructions
3. Asking questions
4. Sharing: Time, Space, People and Things
5. Exhibiting social skills and leadership
6. Cooperating with others
7. Understanding reasons and rules
8. Figuring out how to accomplish tasks on your own
9. Communicating effectively
10. Positive approach: catch children doing the right thing and pointing it out
11. Encourage good behavior to provide a more fun, positive environment

We will follow PBIS Discipline Plan that Saint Matthew School uses:  
Safety, Respect, and Responsibility

## 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 all meet at Saint Matthew Church. We will have our cell phones and children's emergency folders.

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\\_](http://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 or  
402-471-9278 or  
[dhhs.ne.gov/publichealth/Pages/crl\\_childcare\\_index.aspx](http://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\\_index.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_childcare_index.aspx)

Review or request a copy of Child Care Licensing Regulations:

[dhhs.ne.gov/Pages/reg\\_t391-2.aspx](http://dhhs.ne.gov/Pages/reg_t391-2.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](http://dhhs.ne.gov/publichealth/Pages/crl_monthlydisciplinereports.aspx)

Make a complaint:

[dhhs.ne.gov/publichealth/Pages/crl\\_childcare\\_complaints.aspx](http://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](http://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](http://www.education.ne.gov/NS/cacfp/index.html)

Child Care Subsidy (ACCESS Nebraska)  
[accessnebraska.ne.gov](http://accessnebraska.ne.gov)

Nebraska Dept. of Health and Human Services  
[dhhs.ne.gov](http://dhhs.ne.gov)

Nebraska Immunization  
[dhhs.ne.gov/publichealth/Pages/immunization\\_index.aspx](http://dhhs.ne.gov/publichealth/Pages/immunization_index.aspx)

State of Nebraska  
[nebraska.gov](http://nebraska.gov)

Child Care Licensing  
[dhhs.ne.gov/publichealth/Pages/crl\\_childcare\\_index.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_childcare_index.aspx)

National Network for Childcare  
[www.nncc.org/](http://www.nncc.org/)

National Children's Coalition  
[teenzen.org](http://teenzen.org)

## SAINT MATTHEW CARDINAL KIDS PROGRAM REGISTRATION AGREEMENT

1. I have read the Cardinal Kids Family Handbook and I agree to the policies and procedures.
2. I understand that I must register my child for the Cardinal Kids program if I intend to use it. If my child arrives before first bell or remains at school after last bell (see the Saint Matthew School Handbook for dismissal times per grade), and is registered for the program, he/she will be checked into Cardinal Kids and I will be billed accordingly. If my child is not registered, he/she will be sent to the office and their policies and fees will apply.
3. I understand that Cardinal Kids is only offered on school days (closed whenever school is closed-holidays, snow days, and closed in the afternoons on Early Dismissal days).
4. I understand that ALL paperwork must be completed and turned in before my child may attend Cardinal Kids.
5. **K-8<sup>th</sup> grades:** 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 (Sept. for Aug., - June for May). Payment will be automatically withdrawn from my Facts Account on the 15<sup>th</sup> of each month. **Pre-K:** I understand that fees will be combined with tuition and taken out of my account when tuition is paid.
6. I will contact the Director with changes to my schedule or concerns about paying fees in full.
7. 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 I will be charged the full-time rate for any month where I pick-up later than 4:15pm on any given day or use the service more than 2 days in any given week. (See the Cardinal Kids Schedule Options, Rates, Fees, and Billings Page in the Handbook for the above extra fees).
8. I understand that the Cardinal Kids staff will assume responsibility for my child from arrival time until he/she is picked up.
9. 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**.
10. 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.
11. 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.
12. I understand that my child should eat breakfast before arriving to Cardinal Kids in the morning. I understand 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.**
13. 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 **I must provide Epi Pens and Inhalers to Cardinal Kids if my child require one.**
14. 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.
15. I understand that if my child is having trouble adjusting to the routine, a conference will be arranged with the Director.
16. 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.
17. 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.
18. I understand that videos may be shown, once-in-a-while. Videos will be shown at the discretion of the Director.
19. **I understand that physical contact between students is unacceptable and may result in disenrollment from the program.**

## CARDINAL KIDS SCHEDULE OPTIONS, RATES, FEES, AND BILLING

### MONTHLY RATES FOR KINDERGARTEN – 8<sup>TH</sup> GRADE STUDENTS

SCHEDULE OPTION/HOURS	ONE CHILD	2 CHILDREN	3 CHILDREN	4 <sup>TH</sup> AND 5 <sup>TH</sup> CHILDREN
MORNINGS: 6:30am-start of school	\$55	\$90	\$130	\$10.00 PER MONTH-PER SIBLING
PART-TIME AFTERNOONS: Dismissal-4:15pm OR 2 DAYS PER WEEK *	\$100	\$160	\$200	\$15.00 PER MONTH-PER SIBLING
FULL-TIME AFTERNOONS: Dismissal- 6:00pm **	\$150	\$230	\$300	\$25.00 PER MONTH-PER SIBLING

### MONTHLY RATES FOR PRE-KINDERGARTEN STUDENTS

SCHEDULE OPTIONS	PER CHILD, PER MONTH
Flat rate: Sign up for Mornings only, Afternoons only, or Mornings and Afternoons	\$225.00 flat rate per month *Families with students in Saint Matthew's K-8 <sup>th</sup> grades will pay a flat rate of \$200.00 per month*

### OTHER FEES

\*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.

\*\*LATE PICK-UPFEES: 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

### BILLING

**K-8<sup>th</sup> GRADE:** 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 15<sup>th</sup> of each month, a month behind (i.e. you will be billed in Sept. for August-June for May). Fees will be automatically withdrawn from the account you set up for tuitions unless you go into Facts and arrange another payment method. 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](mailto:brwhite@schools.archomaha.org).

**PRE-K:** Pre-K Cardinal Kids fees will be combined with tuition and taken out of your account when tuition is paid.

### POLICIES

- You are responsible for payment of all Registered Schedule days. If your schedule changes, at any time, contact the Director.
- Students registered for the program who are dropped-off before first bell or not picked-up by last bell (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.
- If your child is not registered for the program and is dropped-off before first bell or picked-up after last bell will be sent to the Office and their policies and fees will apply.
- Additional fees will be incurred for over-use of the Part-Time schedule, or late pick-up.
- 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 do not serve breakfast. Please ensure your child has breakfast before coming to Cardinal Kids in the morning. We do provide snacks in the afternoon. You may send in an extra snack for the afternoon (healthy choices, please).
- We are NOT open when school is closed and we do not provide Cardinal Kids services in the afternoon on early dismissal days.
- If your child is having trouble adjusting to the routine, a conference may be scheduled.
- Physical contact between students is unacceptable and may result in disenrollment from the program.
- Students will not be allowed to return to class once signed-in. They should ensure they have all belongings they need before leaving school.
- Electronic devices from home are not permitted. Toys from home are allowed but Cardinal Kids will not be responsible for the m. Students may be asked to put away toys from home if they are causing disruption to the Program.

## CARDINAL KIDS REGISTRATION SCHEDULE FORM

ALL Saint Matthew School families MUST fill out the following information and turn it in (scan, e-mail, mail, and 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) 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): \_\_\_\_\_  
 \_\_\_\_\_

Consent to Contact Physician in case of emergency (name, address, phone): \_\_\_\_\_  
 \_\_\_\_\_

**Pre-Kindergarten-8<sup>th</sup> Grade:**

Check any sections that apply, based on your best knowledge of your schedule. Discuss any changes to your schedule during the year with the Director.

- I will NOT use Cardinal Kids \_\_\_\_\_
- I will use Cardinal Kids in the Mornings \_\_\_\_\_
- I will use Cardinal Kids Part-Time in the Afternoons \_\_\_\_\_ (2 days or less per week, or pick-up by 4:15pm daily)
- I will use Cardinal Kids Full-Time in the Afternoons \_\_\_\_\_ (3 days or more per week)

Please fill in the days and times you will be using the Program:

DAYS	AM: IN	AM: OUT	PM: IN	PM: OUT
MONDAY		Start of school day	Dismissal	
TUESDAY		Start of school day	Dismissal	
WEDNESDAY		Start of school day	Dismissal	
THURSDAY		Start of school day	Dismissal	
FRIDAY		Start of school day	Dismissal	

\*See the Cardinal Kids Schedule Options, Rates, Fees, and Billing Page for monthly rates\*

\*K-8<sup>th</sup> Grade families using the Program will be billed through the Facts Program, 10 equal payments, on the 15<sup>th</sup> of each month, one month behind (you will be billed in Sept. for Aug.) etc. Fees will be taken out of your Tuition Account unless otherwise arranged. \*

\*PRE-K fees will be combined with tuition and taken out at the same time as tuition is paid.

I HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES IN THE CARDINAL KIDS FAMILY HANDBOOK (to include the DHHS Parent Information Brochure and Consent to Contact Physician) AND HAVE GONE OVER THEM WITH MY CHILDREN.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_