

**Snacks:**

- Snack is not provided. Please pack a snack for after school. **NO NUT PRODUCTS OR CANDY.** Please provide label with snack for allergy purposes. Healthy snacks are suggested.

**Registration:**

- The registration form and monthly calendars will be available upon request. Please email Jennifer Kiss at [jkiss@nativityofmaryschool.org](mailto:jkiss@nativityofmaryschool.org).
- If not pre-registered or pre-paid, same day stay is only for emergencies. Walk-ins will not be accepted. If a spot was not reserved through the monthly calendar process, but care is needed, please call the school office to determine space availability. Same day payment will be required.

**Summary of Phone and Address information:**

**Information on the Program:**

Email Jennifer Kiss at  
[jkiss@nativityofmaryschool.org](mailto:jkiss@nativityofmaryschool.org)  
or call 633-7441.

**Scheduling Last Minute Emergency Care:**

School Office, 633-7441 ext. 301

**To reach Kid's Club during after school care hours,**

**call 633-7441 ext.316**



# Kid's Club

2019-2020

## Important Parent Information





## KID'S CLUB After School Care

Dear Parents and Guardians:

It is always exciting to begin a new academic year! We are especially looking forward to our after school child care program, Kid's Club.

Kid's Club is a quality, affordable answer to your after school child care needs. The Kid's Club program is run from dismissal until 5:30pm every day when school is in full session.

Please read the program procedures that follow as to how children can be signed up and how payments are made.

This year's program will begin on Wednesday, September 4<sup>th</sup>, and end on Friday, June 12<sup>th</sup>.

Please do not hesitate to contact Jennifer Kiss for further information, questions or concerns. Jennifer can be reached by email [jkiss@nativityofmaryschool.org](mailto:jkiss@nativityofmaryschool.org) or phone 633-7441. We look forward to working with your children in the fall.

Sincerely,  
Kid's Club Staff

## NATIVITY OF THE BLESSED VIRGIN MARY SCHOOL KID'S CLUB PROCEDURES 2019-2020

### Attendance and Payment:

- Registration forms are required and must be on file by the first attendance date. This form provides our staff with vital contact and emergency information. Parents are required to register every year. Monthly pre-registration is required. There is a limit to the number of participants each day.
- Registered families will receive monthly calendars on the second last Wednesday of the current month with reserve care days and pick-up times for the upcoming month. Please edit the calendar days and times as needed, as well as payment due according to changes made.
- The completed calendar and pre-payment is to be returned to School by the last Wednesday of the current month (i.e. October's calendar is due on the 25<sup>th</sup> of September).
- Full payment must be returned with the calendar to reserve your space for registered days.
- A "No pay, No stay" policy will be in effect. Future attendance will not be allowed until the family account is current.
- Credits will only be given for student absence. This credit will be applied to the following month.
- Place edited calendar and exact amount of payment due (cash or check payable to Nativity of Mary School) directly into an envelope and seal it. Return it to school addressed "Kid's Club". There will be no change available. Kid's Club staff will not directly handle any payments.
- The cost per day is \$7 until 4:00pm, \$10 until 4:30pm and \$13 until 5:30pm. Additional children from the same family receive a discount if staying until 4:30pm or 5:30pm.
- The program ends at 5:30pm! An additional \$10 fee will be added for parents who pick up late (after 5:30pm). Late fees that are not paid will fall under the "No pay, No stay" policy.