



St. Paul's Lutheran School

1780 CAREER CENTER ROAD, BOURBONNAIS, IL 60914

Laurene E. Hofman, Principal | School Office: 815-932-0312 | Website: www.stpaulstigers.net

Extended Daycare Authorization

_____ No, my child will not be using daycare.

_____ Yes, my child(ren), _____, will be using daycare this year.

We will use daycare on a (please circle all that apply):

_____ Daily Basis AM and/or PM

_____ Regular, weekly or monthly

_____ Infrequently – will call as needed

*** Daycare Information and Guidelines ***

- Daycare is available any day that school is in session from 6:30am to 6:00pm. There is no afternoon daycare on days prior to a holiday (i.e. the Wednesday before Thanksgiving break) and on the first day of school.
- Daycare is billed by the hour. The fee is \$2.00 for the 1st ½ hour, \$1.00 for the 2nd ½ hour and any additional time is \$3.00/hour. Drinks, snacks and breakfast are available at an additional cost. Additional fees are also added for late pick-up (\$5 for every 10 minutes after 6:00pm).
- Early Dismissal days are very busy. Because of the high volume of students, parents need to sign up for daycare, even if daycare is regularly used on these days. The deadline to sign-up is the Tuesday prior to an Early Dismissal day. A sign-up sheet is available weeks in advance in the daycare room.
- As a user of daycare, you will be billed weekly for time used. Balances are expected to be paid in a timely fashion. If your balance exceeds \$100.00, your child may not be allowed to use daycare.
- If your child is in preschool and will be using daycare throughout the week, a few supplies will need to be brought to school. A list of items is available on line at www.stpaulstigers.net or in the school office.
- If any of your contact information changes, please inform St. Paul's as soon as possible.
- For your child's safety, only people listed on the Emergency Contact Information form will be allowed to pick-up your child from daycare. Any authorized person other than a parent may be asked to show identification. If a person has not been authorized to pick-up your child, your child will not be allowed to leave until a parent has been contacted.

Parent Signature (only for those using daycare)

Date