

Cardinal Elementary Before and After School Daycare Policy

Revised for 2015-2016 School Year

Admission: The before and after school daycare program is available to all registered elementary students. Before school daycare hours are 6:00 AM to 7:55 AM. After school daycare hours are 3:15 PM to 5:30 PM.

Fees: The current cost for daycare is \$2.00 per hour per child. A late fee will be assessed of \$5.00 per child for each 15 minute period they are in daycare after 5:30 PM.

School Closings: If school is delayed because of weather, daycare will attempt to be open; if our staff associate is able to be at school, daycare will be open. If the school closes for inclement weather, the daycare will also close. Any time there is not school due to inclement weather or a holiday, daycare will not be offered. On days that school is dismissed early because of a holiday, after school daycare will not be offered. We will not offer daycare when we dismiss early on Parent/Teacher Conference days.

We will once again be using the Call-Em-All notification system for school closings or delays. Closings or delays will also be listed on the following stations: KTVO Channel 3, KCCI Channel 8 (Des Moines), Ottumwa radio stations: KISS 101.5, KRKN 104.3, KBIZ 1240, KTWA 92.7 and Fairfield radio station KMCD 1570.

If you need to call the daycare room before school (6-8 AM) or after school (after 3:15 PM) please call the school at: 641-652-3591, Extension 3253. Please do not call that extension during the school day, as there is a preschool class in that room. If you need to contact the school from 8 AM to 3:30 PM, please call 641-652-3591, Extension 3213, and we will get a message to the daycare.

Daycare payments are expected to be made every Wednesday. If you need to make payment arrangements, please contact the elementary secretary.

We reserve the right to dismiss students from the program for overdue account balances and/or inability to follow program rules.

Parents of children under care also have the right to inspect all parts of our used for child daycare, and unlimited and on-demand access to their own children.