

Maria Immacolata Catholic School

324 Estate Dr.
Houma, La. 70364
985-876-1631
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To: Parents of Prospective Child Care Students

From: Prissy Davis, Principal

Christiana Udom

Larke Lottinger

Welcome to the MICS Child Care program! A registration form and a copy of the 2018 – 2019 Child Care guidelines are included with this correspondence. Every child attending Child Care must have a registration form on file. This registration form is for your child's safety. If changes take place during the school year, please update the registration form. Since the MICS Child Care program is a drop-in program, you may want to complete this form just in case you have the need to utilize the program during the year.

Child care will begin on Monday, August 6, 2018

Child Care payments are due in advance on the 25th of each month for the following month and will be considered late if not paid by the 5th of the following month. Please be prompt with your payments as child care services may be denied if accounts are not kept current.

On the 20th of each month a blank invoice will be sent home for you to estimate your child care usage for the upcoming month. Services for each month will be estimated in advance, and this amount will be due by the 5th of each month. Any overpayments from the previous month will be reflected on your invoice and will be applied accordingly (an invoice sample is included).

Child Care fees are as follows:

| | | | |
|------------|----------|------------|----------|
| 1 child | \$6/day | 3 children | \$15/day |
| 2 children | \$11/day | 4 children | \$20/day |

Also enclosed is a blank invoice for the month of August 2018. This should be completed and returned with your payment by August 13, 2018.

If you have any questions or concerns, please contact Christiana Udom in the administration office. We look forward to having your child in the MICS After School Child Care program.

Maria Immacolata Catholic School
Child Care Registration
2018 - 2019

Parent/Parent's Name: _____

Mom's cell #: _____ Mom's work: _____

Dad's cell #: _____ Dad's work: _____

Oldest Child on First Line

Child's Name: _____ Grade: _____

Sibling: _____ Grade: _____

Sibling: _____ Grade: _____

Sibling: _____ Grade: _____

Please list "Who" is allowed to pick your child/children up from childcare. Photo I.D. is needed when child/children are being picked up.

Children 1st – 7th grade will be allowed to do his/her homework. Homework will be done from 3:00 – 4:00. During this time children are to remain quiet - "NO TALKING".

_____ My child/children will do homework at childcare. Student is responsible for having a pencil for homework.

_____ My child/children will do homework at home.

If your child/children have any food allergies please let us know below:

If you have any questions or concerns, please contact Christiana Udom @ 876-1631 or by email @ cudom@htdiocese.org.

To contact child care between 3:00 – 5:30 please call 985-876-6711

Child Care Rules and Regulations

1. Childcare is offered daily 3:00 – 5:30 p.m. If your child is in childcare at 3:01, you will be charged the \$ 6.00 child care fee.
2. All students who will use this service must have a completed **Child Care Form** on file.
3. All payments are due on the 25th of each month; any overpayments will be applied to the next month.
4. **CHECKS OR MONEY ORDERS ONLY** will be accepted for childcare payment. **Please put child's name on memo part of document.**
5. Payments must be turned into the office in an envelope marked “**child care**”.
6. Students are not allowed to have gum or candy in childcare.
7. Students, grades 1st – 7th are allowed homework time from 3:00 – 4:00. If children are having trouble doing homework they will be asked to finish it at home. (There is absolutely “**NO TALKING**” at this time. Students are responsible to have their own pencil to do homework. Childcare does not provide pencils.
8. Students in Pre-K and Kindergarten **DO NOT** do homework in child care.
9. Students who continue disobeying rules will have to sit out during play time. All MICS rules and regulation apply during childcare. Notices will be sent home if the student does not follow MICS rules and regulation while attending childcare. This may result in child care privileges being suspended.
10. All childcare students are given a small snack and drink daily. Children in 1st -7th may bring an extra drink or snack from home. Children are allowed to buy chips for (.50).
11. During the last month of school, child care balances must be paid in full, so that your child may receive any awards that he/she has earned and registration be completed for the following year.
12. Students are allowed to go outside; weather permitting for play time after homework is completed.

Thank you,

Christiana Udom

Child care Coordinator

Any concerns please contact the office @ 876-1631

Child's Name:

Parent Signature:

Child Care Statement
 Maria Immacolata Catholic School
 2018 – 2019

NAME: _____

Grade: _____

MONTH: August

| WEEK OF: | Mon. | Tues. | Wed. | Thurs. | Fri. | Total |
|-------------|------|-------|------|--------|------|-------|
| Jul 30-Aug3 | | | | | | |
| Aug 6 - 10 | | | | | | |
| Aug 13- 17 | | | | | | |
| Aug 20-24 | | | | | | |
| Aug 27- 31 | | | | | | |

Childcare Does Not Keep Cash On Hand!!

Please include Child's Name On MEMO Part Of Check

1 child/\$6 3 children/ \$15
 2 children/\$11 4 children/ \$20

1. Child care is offered daily 3:00- 5:30p.m. A late fee of \$1.00 per. minute will be assessed after 5:30p.m. If your child is in childcare at 3:01 you will be charged \$6.00
2. All students who will use this service must have a completed Child Care Form on file.
3. Childcare payments are due in advance on the 25th of each month for the following month
4. When paying, please include Child's name and month paying on memo part of check.
6. Students (1 - 7) are allowed to do their homework/study from 3:00 - 4:00. (No Talking)
 We do have pencils that the students are allowed to borrow.
7. Children are given a small snack and drink daily.
8. During the last month of school, childcare balances must be paid in a timely manner so that your child's registration for next year may be completed.
9. Children who continue to not follow rules will have to sit during play time. All MICS rules and regulation apply during child care. Notices will be sent to parents if the student continues disobeying MICS child care rules and regulations.

Thank you,
 Christiana Udom
 Child Care Coordinator
cudom@htdiocese.org