

# Welcome to Holy Spirit Summer Child Care Center

*For Children ages 3 through 12*

Our Child Care Center for the summer of 2021 will go from June 7th through August 20th

## **Our Child Care is open during the following hours only:**

Monday through Friday 6:30am - 5:30pm

### **Enrollment**

Our summer Child Care Program now has open enrollment. All of our Holy Spirit families have been guaranteed a spot. We are asking for a \$75 down deposit. This money is non-refundable, will be used toward your future payments, and allows us to purchase what we need in advance of opening. Due to ratio numbers, it is a first-come first-serve basis. Right now we have limited openings available. Once all spots are taken, we will start a waitlist. Those on the waitlist will be notified of acceptance no later than May 26th.

### **Rates and Billing**

Our hourly rate is \$3.25/hour per child when booked in advance. Schedules for child care are required by Thursday by 6pm of the prior week. Drop - ins will be charged \$4.00/hour, per child if space is available. Due to staffing, we reserve the right to refuse child care without advance notice if there is no room for the child. Parents will be charged \$4.00/hour drop- in rate if there is no schedule submitted, or less than 24 hour notice is provided. Cancellations must give 24-hour notice. Failure to provide cancellation notice will result in charges for the fully reserved time at the \$3.25/hour rate.

Summer Child Care is billed in half-hour increments. Bills are provided weekly, with payments due upon receipt. We will use a paperless, electronic billing system. You will be able to access your account and remit payments at any time.

It is the policy of Holy Spirit Catholic School's Child Care Center that no family may carry a balance due in excess of \$260.00. This determination was made and set forth by our education commission. Should you reach that threshold, your children will be refused Child Care at our facility until such time as your account is brought current.

Parents are required to sign their children in and out of our Child Care Center each day. Should you fail to sign your child in or out, you will be billed for the full timeframe for which you reserved care on that date.

Any questions please contact Miss Kylee at [kbacklund@hscsnorway.org](mailto:kbacklund@hscsnorway.org)

Family Name \_\_\_\_\_

Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Child 1 age \_\_\_\_\_

Child 2 age \_\_\_\_\_

Child 3 age \_\_\_\_\_

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Average hours per week \_\_\_\_\_