



DAYCARE REGISTRATION INFORMATION

Dear Parents and Guardians,

The following information pertains to our K-6th grade Daycare Program for the 2020-2021 school year. If you have any questions regarding the Daycare Program, please email Sherry Moreno at smoreno@cmcsweb.com. There are changes this year concerning our new start time, snack time, and hourly rates, so please retain the following information for your records.

***New Start Time**

Morning daycare begins and is charged from **7:00 a.m. to 7:30 a.m.** Afternoon daycare charges begin at 3:15 p.m. for all students on regular school days and 12:15 p.m. on half days. Afternoon daycare ends at 6:00 p.m.

Location

Daycare is held in room 225. Students checked into daycare will be on the playground from 3:15 p.m. to 4:25 p.m. (weather permitting). After 4:30 p.m., students will be inside the daycare room until they are picked up.

Morning Drop Off

All students dropped off before 7:30 a.m. must go directly to the daycare room to be checked in by the daycare staff. Please walk your student to the door. After 7:30 a.m., students are walked to the playground for a short recess time before school starts.

Pick up

When picking up, you must sign your student out of daycare at the front office or at the daycare check-in/out cart, which will be located inside the daycare room after 4:30 p.m. *Be prepared to show your photo ID when picking up any student from daycare.*

All students automatically get checked-in to after school daycare 15 minutes after their dismissal (3:15 p.m. on regular days and 12:15 p.m. on half days) If you do not arrive in time to pick up your student after school, he/she will be checked into daycare.

If you are a part of a carpool arrangement and your student is checked into daycare, we cannot be responsible for you receiving a bill because they failed to pick up your student on time.

Afternoon daycare ends at **6:00 p.m.** If you cannot pick up your student by **6:00 p.m.**, you will be charged **\$1 per minute after 6 pm.**

***New Snack Policy**

A light snack is given to students who are in daycare at 4:00 p.m. Students who would like an additional snack or arrive after 4:15 p.m. may purchase a snack for \$.75 or a snack card for \$7.50 (10 snacks). We will also provide a gluten free snack option. Parents may also send daycare snacks for their student from home. A list of allergies should be listed on the student's emergency

form on FACTS. For a complete list of snacks, please refer to the information board inside the daycare room.

Special Arrangements

Our school relies on the information listed on your student's emergency form. When your student will be going home with someone who is not listed on their Emergency form, please notify the Daycare Staff as soon as possible by email or by leaving a message on the daycare answering machine.

Daycare Email: Daycare@cmcsweb.com

Daycare phone number during regular school hours: (951) 834-9190, Ext.1225

Daycare phone number before and after regular school hours: (951) 691-4949

FACTS Emergency Form Instructions

- Log on to our school website at www.cmcsweb.com
- Click on **Quick Links**
- Click on **FACTS**
- Enter the district code **CM-CA** (case sensitive)
- **Log-in** using your **username and password**. If you have never logged-in to FACTS, you must create an account by clicking on "Create New ParentWeb Account"
- Under the School Information, click on **Web Forms**
- Click on **Student Medical and Emergency Information**
- **Click the box next to your student's name**
- Enter the new information
- Once you have finished, you **MUST click Save** at the bottom left-hand corner.
- **Logout**

***New Daycare Fees**

Please note that there is a one-time daycare registration fee of **\$25** per family each year, and that includes one hour of daycare. Our daycare rate is \$10.00 per hour for those families choosing to pay using ACH (debit). Additional students will be charged \$8.00 per hour, per student. Families choosing to pay by cash, checks or credit cards will be charged \$12.00 per hour (Credit card fees are included in that rate). Any part of an hour is prorated.

Billing Procedures

All daycare payments are considered late after the 15th of each month. ACH payments will be deducted on the 15th of the month. A \$25 late fee will be charged to your account if payment is made after the 15th of the month. Daycare accounts must stay current for your student to use this service. Your monthly statements can be emailed to you or mailed to you via USPS. Please direct your payments to:

Calvary Murrieta Christian School
Attn: Tammy Hazell
24225 Monroe Avenue
Murrieta, CA 92562

For questions regarding billing, please contact Tammy Hazell at (951) 834-9190, ext. 1328 or email Thazell@calvarymurrieta.com.

2020-2021 DAYCARE REGISTRATION (OFFICE COPY)

| | Student(s) Name | Grade |
|---|-----------------|-------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

*Please attach registration fee of \$25 per family. You will get one hour of free daycare.

Address _____

Phone Numbers _____

Email Address (Required for billing) _____

Bank _____

Bank Routing Number _____

I have read and understand the conditions of this contract.

Parent name (Print)

Parent Signature

Date

OFFICE USE ONLY (Registration fees received)

Date: _____ Check# _____ Cash: _____ Amount: _____

EDUCATE. EQUIP. DISCIPLINE.

Homework Club



If your child will be in Daycare between the hours of 4:30-5:00pm, Monday-Thursday, we will be offering a Homework Club. This is a great way for students to get a head start on their homework! It is optional to sign up and it's FREE! Before and after Homework Club, students will have time to play and participate in Daycare activities. If your student is signed up for Homework Club, they will be required to work on their homework during the 30 minutes. If your student doesn't have any homework for the day, you may select the option below to have them study and/or read for the 30 minutes. We will assist your student with any help that they might need, but it is still the parent's responsibility to check the child's work. We do not sign any homework packets or use answer keys. There is a possibility that students do not complete all their homework during the allotted time given. If for any reason you would like your student to skip Homework Club on a given day, please send us a signed note.

.....
To sign up your child, please detach this bottom portion and submit it with your child's Daycare Registration Form.

Homework Club Registration Form

Student's Name: _____ Grade: _____

Student's Teacher: _____

Please check the applicable box below:

- If my student does not have any homework for the day, please have my student study and/or read during Homework Club.
- If my student does not have any homework for the day, please allow them to skip Homework Club.

Parent or Guardian Signature

Date