

HOLY ROSARY PRESCHOOL CENTER

2010-2011

(Revised 3/10)

Location address 2215-43rd. Street Kenosha, Wisconsin 53140

Mailing address 2224-45th. Street Kenosha, Wisconsin 53140

Phone # 262-652-2771 Director Ex.23 Billing Ex.22

Hours of service 6:30 a.m.-5:30 p.m. Tax I.D. # :LF-39-0863293

****Registration Fee: \$40.00**

(nonrefundable- paid each Fall)

****SUPPLY FEE: \$20.00**

(paid each session)

***Daily Hot Lunch Fee: \$2.25 –(milk included, charge going up in the fall)**

***Milk Card : \$8.00 - 20 punches (Cold lunch milk charge .40 daily)**

Full Day Fee: \$32.00

Half Day Fee: \$21.00

Variable: (Guaranteed 3 days) Full Day Fee : \$35.00 Half Day: \$25.00

(Designed for those with variable work schedules- a copy of work schedule and a guarantee of 3 days a week must be provided. Please check contract for payments.)

**** K.U.S.D. wrap around care use half /full day fees, charged by days used or contracted for. (considered a variable special circumstance) ****

The Holy Rosary Preschool Center's policies are as follows:

CONTRACTED DAYS:

Our policy is that a child attends the Center at least 2 full days or 3 half days . A regular schedule must be set. A variable schedule requires a payment of 3 days (either full or half weekly). This is a flexible schedule , so the child is placed in the room count for each day of the week, but required to come at least three,and charged each week minimal three.

***Added Perk- If you have older children attending Holy Rosary School and school is not in session that day your preschooler does not have to attend their scheduled day. There is no charge for that day. (ex. Teacher Inservice) This only applies to children at Holy Rosary school.**

- A. Outer doors are locked at all times please use the security system. Notes may be posted on door indicating where children are for pickup.
- B. Half day students must be picked up by 12:15 p.m. so as not to disrupt the afternoon.
- C. Please watch channels 4, 6 and 12 weather watch for any closings of the preschool.

****If Holy Rosary School is closed due to the weather the Preschool is also closed.**

PERSONAL/SICK DAYS OFF: You are responsible for payment on the days you have contracted for, unless the preschool is closed for a Holiday and/or the weather.

If there is a day your child will not be attending please call the center by 8:00 a.m. to report him/her in as ill as a courtesy. **Please call 652-2771 ext.5 to leave a message about a sick child.** Call ext. 24 between 6:30 a.m. and 7:30 a.m. to speak to a staff member. **If you are going to be late picking up your child at the end of a full/half day, please call 652-2771 Ex. 24 Rm.113 speak to a staff member . Note: Late fees apply after 12:15 or 5:30p.m.**

Anyone who comes to pick up your child must show a picture I.D. and have their name on your child's application.

***When a divorced or separated parent is not allowed to pick up his/her child/ren who attends our Center we must have a legal document from the court, on file , stating this.**

The following are days that Holy Rosary Preschool is closed each year:

New Year's Day, Good Friday and the Monday after Easter, Memorial Day, July 4th., Labor Day, Thanksgiving Day and the Friday after, Christmas Eve Day and Christmas Day and December 26th . If a regularly scheduled holiday falls on a Saturday, it will be observed on the preceding Friday. If it falls on a Sunday, it will be observed on the following Monday. We close the week before our fall session begins (usually 3rd week in August) to wash toys and set up all the rooms.

***Holy Rosary reserves the right to close during the summer if necessary due to lack of enrollment. You will be notified prior to the school year ending. During the holiday recess the center remains open, we reserve the right to close if enrollment is low. You will be notified in advance as well. We only use as many rooms and personel as necessary for the number of children we have during these times. Please be aware that your child/children may be in a different room and have different teachers during these times as well.**

All paperwork must be in before child starts at the center.

PLEASE CUT ALONG LINE AND RETURN THE SIGNED BOTTOM PORTION

I HAVE READ THE INFORMATON ABOVE AND I UNDERSTAND AND WILL ABIDE BY THE HOLY ROSARY PRESCHOOL CENTER'S POLICIES.

PARENT'S SIGNATURE _____

FORMAT USED STARTING Fall 2010-2011 REGISTRATION

ENROLLMENT DATE _____ START DATE _____ RM # _____

REGISTRATION FEE PAID/DATE _____ Cash / Check # _____

WELCOME LETTER SENT/DATE _____ SUPPLY FEE PD. CASH/CHECK# _____

Termination Date _____

**HOLY ROSARY PRESCHOOL CENTER
2215-43RD. STREET/MAILING ADDRESS 2224-45TH. STREET
KENOSHA, WI. 53140**

***please use black ink pen HOURS OF SERVICE: 6:30 A.M.-5:30 P.M
MONDAY thru FRIDAY**

APPLICATION FORM

Child : First Name _____ Middle Name _____ Last Name _____

Address _____ City _____ State _____ Zip Code _____

Age _____ Date of Birth ____/____/____ Sex ____ Male ____ Female

Days child needs care: M. ____ T. ____ W. ____ Th. ____ Fr. ____ 1/2 Days

M. ____ T. ____ W. ____ Th. ____ Fr. ____ Full Days

Father's Name _____ Home Phone _____

Home Address _____ Zip _____

WorkAddress _____ CompanyName _____

Company Phone # _____ Cell Phone# _____

Mother's Name _____ Home Phone _____

(maiden name too, please)

Home Address _____ Zip _____

Place of Employment _____ Address _____

Work Phone # _____ Cell Phone# _____

Family Physician _____ **Phone #** _____

***Emergency Contact Person** _____ **Phone #** _____ **

*****LIST FOR PICK-UP ON NEXT PAGE *****

