

# Children's Center Policies

After Hours Phone Number: 707-696-6778

Email: [stf.klazzari@saintfrancissolano.org](mailto:stf.klazzari@saintfrancissolano.org)

For emails sent to Children's Center after 12PM daily,  
please cc: [stf.frontdesk@saintfrancissolano.org](mailto:stf.frontdesk@saintfrancissolano.org)

## Hours

- Monday through Friday 7:00 a.m. – 7:50 a.m. with Mrs. Picard (minimum hourly fee)
- Monday through Friday 3:00 p.m. – 5:30 p.m.
- Minimum days 12:30 p.m. – 5:30 p.m.
- Supervision is not available before or after these hours

## Registration

- Parents must complete and submit to the office a Children's Center registration form for each child along with registration fee by the first day of school; otherwise, drop-in fee will be charged until registration is received.

Registration fee schedule for **2017-2018**: 1 child: \$50; each additional child: \$30

## Hourly Fees

- Each registered student will be charged a **minimum of one hour** at \$4.25 per hour. Parents will be billed in quarter-hour increments after the **first hour minimum**.
- Any student left on campus after 3:15 (12:40 on minimum days) will be checked into Children's Center and the parents billed a minimum of \$4.25. Non-registered students will be billed at a drop-in rate of \$6.75 per hour.
- Any student on the playground after school hours without parent supervision will be checked into Children's Center and parents will be billed accordingly.
- If a parent fails to sign their child out of Children's Center at pick-up, they will be billed for the maximum hours (until 5:30)
- A \$10 late fee will be charged for any student checked out after 5:30 P.M., and an additional \$10.00 charged for every 15-minute increment.

## Conference Week

- Non-registered children may use Children's Center only on the day of their conference without being charged the \$50 registration fee. The \$4.25 minimum hourly fee will be charged. Continued use of Children's Center for additional days,

will result in parents being charged \$6.75 hourly drop-in fee (minimum one hour charge).

### Release of Students

- Children are not allowed to sign themselves out! If it is necessary for someone other than a student's parent/guardian or an emergency contact to pick up the child, a written note or email from the parent is necessary.

### Homework Club

- Grade 1 participates in Homework Club on Monday ONLY from 3:20 – 3:40.
- Grades 2 – 8 on Monday – Thursday at 3:30 - 4:10.

### Miscellaneous

- Children's Center participants are required to provide a monthly snack contribution. Please refer to the safe foods list for appropriate snacks. Lunch is often inadequate for the lengthy day.
- Children's Center services will be suspended for those with delinquent accounts.
- The Children's Center is a St. Francis Solano School organization. Therefore, all dress code and conduct rules apply.
- School athletes may check into Children's Center while they wait for after school sports practices. Athletes may change into their uniform while at Children's Center. **Parents must send a note or email authorizing Children's Center staff to release a student to his/her coach.**

### NO CHILDREN'S CENTER

- There will be **NO** services offered at Children's Center on the following dates:

Friday, November 17, 2017

Thursday, March 29, 2018

Friday, December 22, 2016

Wednesday, June 6, 2018