



WILDCAT BEFORE AND AFTERCARE

14902 E. SCHOOL RD

CLAREMORE, OK 74019

(918)805-0339 OR (918)346-3377

HOURS:

MONDAY - FRIDAY

7:00AM - 8:00AM

3:30PM - 5:30PM

NOT OPEN PM on 1st FRIDAY's of

(September, October, November, December, February, March, April)

Procedures

Enrollment

Enrollment packets will be available at the North and South Campus. Must be turned in and approved before your child can start attending.

A \$30.00 enrollment fee will be due at time of (FIRST TIME) enrollment. \$10.00 is non refundable and \$20.00 will be part of their 1st payment. You will be notified by letter or phone on your child's acceptance into the program.

Pick up

Please contact your child's office and relay any changes in pick up, they can send a note to After Care. We will only allow those designated to pick up on the enrollment form to pick up unless we receive a note from the office. Please do not leave your child before 7:00am. DOORS WILL BE OPENED AT 7:00.

Bad Weather

When Justus is closed due to weather, Before and After Care will also be closed.

Snacks(PM)

We will serve a pre-packaged snack each afternoon. Breakfast is served from 7:45 - 8:15 so if your child needs to go to breakfast we will make sure they get over to the cafeteria.

Homework

Students can work on homework if they choose or if we receive something stating that they need to finish a project, etc.

Personal Belongings

Your child is responsible for keeping up with their personal belongings while in daycare. If they have a phone they are allowed to be on it as long as they are not watching or listening to inappropriate music or videos. If they are caught doing this, they will be asked to not bring it back to daycare. Please do not send personal toys, sports or pokemon cards. Wildcat Care is not responsible for damage or lost items.

Health

Injuries

If your child gets hurt in daycare, there will be an accident report written. If it is an emergency, we will call 911 and the parents. All medical expenses will be the responsibility of the parent/guardian.

Illness

A child can not attend daycare if they are vomiting, have diarrhea, have a fever at or above 100.0, undiagnosed rash, head lice, pink eye, or inflamed eyes. IF the child has any of these symptoms they must be symptom free for 24 hours before returning. If they become ill in daycare, parent/guardian will be notified.

Behavior

Our goal is to provide the children with a positive and safe environment. We will use positive reinforcement and redirecting when guiding the children. If issues arise where there are discipline problems, we will allow the child to improve their behavior. If this does not take care of the discipline issues, we can dismiss any child from the program. Lack of respect to peers/teachers or daycare staff will not be tolerated. We will contact the parent/guardian of any concerns.

However, if a child who poses a threat to others or themselves will be removed immediately.

Payments

Payments this year will be due on the 5th of the month following the month of service. Payments can be given to daycare staff and checks made out to **Dana Clifton** or thru Venmo account **@Dana-Clifton-4**. CASH APP is **&nanasnook63**

If payment falls on a weekend or holiday, it will be due the following business day.

Late Fees

- If payment is not paid on time, there will be a \$25.00 late fee.
- If your child is picked up after 5:30 pm, there will be a late fee of \$1.00 per minute and will have to be paid when you pick your child up.
- After two weeks, if payment is not paid, your child will NOT be able to attend until it is paid.
- If it remains unpaid, it will be turned over to collections and any additional charges will be your responsibility.

Tuition

(Prices are per child, per day) (Multiple children in the same family will be discounted) You will NOT be charged for days school is out, but to keep your spot tuition will need to be paid on the due dates.

Regular Rate - AM only (3.50 x days attending) PM only (7.00 x days attending) 1 Child

Multiple Children- AM only (2.50 x days attending) PM only (5.00 x days attending)

AM and PM (10.00 per day x days attending) 1 Child

Multiple Children - AM and PM (7.00 per day x days attending)

EXAMPLE: 2 CHILDREN would be 17.00 a day for AM and PM attendance.

***Drop Off Rate (Emergency Situations)

Students that are not regulars - \$4.00 an hour or \$12.00 a day

Please fill out enrollment forms and turn them into Dana Clifton in the Junior High Building before school starts to reserve a spot.

WILDCAT BEFORE AND AFTER CARE
ENROLLMENT FORM

Student Name

Date of Birth

Address

City, State, Zip

Home Phone

Grade/Teacher

Parent/Guardian(1)

Phone

Email

Relationship

Parent/Guardian(2)

Phone

Email

Relationship

IN CASE OF EMERGENCY NOTIFY: (If parents can not be reached)

Name

Phone

PICK UP:

Name

Phone

Name

Phone

Name

Phone

IF THEY ARE UNFAMILIAR TO DAYCARE STAFF THEY WILL NEED A PHOTO ID.

PLEASE CIRCLE ONE:

REGULAR FULL TIME (AM ONLY)

REGULAR FULL TIME (AM/PM)

DROP OFF (Occasional)

**I verify that I have read and understand ALL the procedures for the Wildcat Before and After Care.

Signature

Date

Director Signature

Date