

HOLY GHOST SCHOOL
DOVE Program
2017-18

Eligibility

The DOVE program is available to all registered students of Holy Ghost School. You may use this program on an everyday, part-time, or occasional basis.

Hours

The DOVE program hours are from 3:00 P.M. until 6:00 P.M. every day school is in session, starting with the first day of school and ending the week before the last day of school. The only exception is the last day before Christmas break. **DOVE will not be in operation on days that Holy Ghost School is closed or has early dismissal.**

Fees

Fees for service will be charged by the hour.

One child	\$6.00 per hour
Two children	\$8.00 per hour
Three or more children	\$10.00 per hour

There is a late charge of \$1.00 per minute after 6:00 P.M.

Fees will be charged by the hour, starting at dismissal time until the child is picked up. On a regular dismissal day, the hourly breakdown will be as follows:

3:00-4:00 4:00-5:00 5:00-6:00

We will charge for one full hour even if your child is in the program for just part of the hour. Students who stay for a school sponsored after-school club will be charged from the time that they arrive at DOVE from the club until they are picked up.

Payment

The first week of each month, you will be billed for services rendered the previous month. **If this payment is not paid in full by the due date, a \$25.00 late charge will be added to your account. Your child will not be allowed to participate in DOVE until the balance is paid in full.**

Registration

There will be a \$25.00 family registration fee upon completion of the registration and authorization forms. In case of emergency, parents will be contacted per the instructions on your child's emergency card.

Monthly Attendance Calendars

You will receive a blank calendar at the end of each month so that you can indicate which days you expect your child(ren) to attend DOVE for the next month. We will use these calendars for taking attendance each day, so please be sure that you return yours before the first of each month.

Sign-out

All children must be signed out of the DOVE program each day by one of the adults whom you have authorized. This adult must come in to pick up the child, sign his/her name, and the time of pick up.

Absence or changes in schedule

In case of illness or absence for DOVE or if you need to have your child attend DOVE on a day not originally scheduled, you may call Holy Ghost School and leave a message. You may also send a note with your child concerning a schedule change. This note should be turned in to the school office that morning. If no notice of cancellation has been received by school dismissal, you will need to come to DOVE and pick up your child. Once attendance has been taken, you will be charged for the first hour. **Children will not be allowed to call parents for permission to go home with another student.**

Snacks

There will be a snack time shortly after arrival at DOVE. Your child may bring a snack from home.

Early Dismissal Days

On early dismissal days, DOVE will NOT be in session.

Activities

The after-school program will consist of a variety of activities including indoor play, study time or quiet activity time, outdoor play, and watching movies.

Holy Ghost School DOVE Registration and Authorization

Family Name _____

Home Phone _____

Child's Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____

Extend of care desired: circle days and enter time of 6:00 P.M. or earlier

Monday school dismissal until _____

Tuesday school dismissal until _____

Wednesday school dismissal until _____

Thursday school dismissal until _____

Friday school dismissal until _____

Occasional use: How often _____

Listed below are the names and phone numbers of those who have permission to pick up my child(ren) from the DOVE program.

Mother Day phone _____

Father Day phone _____

Name	Relationship	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\$25 Registration Fee Paid Cash _____ Check # _____