



August 28, 2019

Dear Parents/Guardians,

Welcome to a new school year at Nativity! To our returning families, welcome back! I hope your summer was fun and relaxing. To our new families, welcome to Nativity! We are happy that you have chosen Nativity as the school to assist and encourage your child/ren's growth in education and faith.

My name is Ms. Lauren Hernandez and I am the Nativity Day Care Director. My other responsibilities include assisting the First Grade teacher.

This is my second year as part of the faculty and staff of Nativity, however I have a long history with Nativity and I am an alumnae. I am so excited to begin this year and am grateful to have an opportunity to work here.

Below please find guidelines and other information needed for our After School program. This program is intended for the students of Nativity Catholic School (Tk - 8th) whose parents desire a safe and engaging place for their child/ren before or after school.

This program includes dedicated homework time, supervised play, and other planned activities determined by our staff. Our number one priority is the safety and care of your child/ren. If you wish to contact me with any questions or concerns, I have my email and phone number listed below.

I hope everyone has a great school filled with growth!

God bless,

Ms. Lauren Hernandez  
Daycare Director  
First Grade Aide  
Nativity Catholic School

**Email: [lauren.hernandez95@yahoo.com](mailto:lauren.hernandez95@yahoo.com)**  
**Main office phone: (310) 328-5387 ext. 304**

## Daily Procedures

Below is a general schedule of what happens during a usual day at daycare.

### Monday- Thursday

#### **2:50 p.m.- 3:00 p.m.: DAY CARE DROP-OFF**

#### **3:00 p.m. - 3:15 p.m. CHECK-IN AND BEGIN HOMEWORK TIME**

The children will check in and begin their homework. Students must have **all** homework completed and checked by a Day Care Staff Member before moving onto another activity. A Day Care staff member will stamp the students homework when it is checked. If they complete homework before the allotted time, they may sit and do a quiet activity such as Reading or Arts and Crafts. If a student does not complete their homework in the allotted time, then they must stay and complete their homework. Day Care Staff will determine the best time for outside play depending on the number of students with completed homework. It is encouraged that parents/guardians pack a second lunch or an extra snack if your child is going to Day Care. Snack will also be **provided** to those who do not have any extra food.

#### **3:15 p.m. - 4:15 p.m. QUIET HOMEWORK TIME**

The children will check in and begin their homework. Students must have **all** homework completed and checked by a Day Care Staff Member before moving onto another activity. If they complete homework before the allotted time, they may sit and do a quiet activity such as Reading or Arts and Crafts. If a student does not complete their homework in the allotted time, then they must stay and complete their homework. Day Care Staff will determine the best time for outside play depending on the number of students with completed homework. It is encouraged that parents/guardians pack a second lunch or an extra snack if your child is going to Day Care. Snack will also be **provided** to those who do not have any extra food.

#### **4:15 p.m. - 4:30 p.m. SNACK TIME**

Students will have time to eat their snacks( either leftover from the day or given out by staff) and clean up and line up for snack time.

#### **4:15 p.m. - 5:30 p.m. OUTSIDE PLAY TIME**

Students who have completed all homework and have had it checked, are able to go outside for organized or free play time. As the year progresses and the days become colder, students will not be allowed outside without a jacket or sweatshirt.

**5:30 p.m. - 6:00 p.m. INSIDE TIME AND CLEAN UP**

Children will come back inside and have a choice of which activities to do including: reading, board games, organized arts and crafts, and free time. Students will also help the staff with wiping down able

Child appropriate movies and TV shows will be shown on days where the weather does not permit us to be outside for after school care, unless approved by the staff.

**Friday**

**12:20 p.m. - 12:45 p.m. CHECK IN**

Check in

**12:55 p.m. - 3:00 p.m. LUNCH TIME AND OUTSIDE PLAY**

Once everyone is checked in, students will be escorted outside for lunch and outside activities. It is encouraged all students bring a sweatshirt or jacket when the weather gets colder.

**3:00 p.m. - 5:00 p.m. INSIDE PLAY TIME**

Children will either get a choice to either stay outside and play or come inside for free time.

**5:00 p.m. - 6:00 p.m. CLEAN UP TIME**

Students will have the option to be brought inside for free time or a child appropriate movie or show only if approved by staff.

## DAY CARE POLICIES

In order to create a safe, productive, and welcoming environment here at aftercare, students are expected to follow all rules and regulations that apply during the school day.

**\*\*Referrals and violations will be given to students who fail to meet expectations of Nativity Catholic School and Day Care. Any violations must be signed by parent/guardian immediately and returned by the student the following day.\*\***

### Day Care Expectations

1. Be respectful to all students and staff members.
2. All students must raise their hand and ask permission to leave their seats for any reason.
3. So that students may concentrate, there will be no talking of any kind of talking during homework time.
4. Before moving on to any activity, all homework must be checked and signed by one of the day care staff.
5. All electronic devices will be in the students' **backpacks** unless using it for homework purposes **only. If caught using a device not for educational purposes, the device will be confiscated and released to the parent/guardian who picks up the child.**
6. Students will assist in the upkeep and cleanliness of the Day Care room.

### Consequences

Student will be given a visual and/or verbal warning first. If they do not listen, there will be notes issued home, or one of the staff will talk to a parent/guardian. If they receive a note home three separate times within 1 quarter, a violation will be issued. If necessary, a detention will also be given.

**We have a zero tolerance policy for lying and cheating. If a student is caught lying to a staff member, and/or is caught cheating (copying someone or letting someone copy) it will result in an automatic violation.**

### Parent Expectations

1. Any parent or guardian that is picking up a child **MUST** come inside and sign each child out on our designated IPad. If not, a fee of **\$10.00** will be added to the monthly invoice.
2. If you wish to contact your child/ren for any reason while they are in daycare, please call: **(310) 328-4433**.

## **RATES AND FEES**

### **Morning Daycare Rates**

Morning day care is open from 7:00 a.m. - 7:30 a.m. every morning. Any child brought in before 7:30 a.m. must be brought inside the daycare room and wait there until a day care staff member escorts them outside. It is **\$2.00 per family** for morning day care and each family will be sent a monthly invoice.

### **After school Daycare Rates**

Monday - Thursday daycare begins at **3:00 p.m.** and **12:30 p.m.** on any minimum days. All students who are not picked up at dismissal will be brought to the daycare room. There is a 30 minute grace period for parents before a daily charge will be applied. The daily rate for a student who attends *less than 10 days* a month is **\$15.00** a day for one child and **\$22.00** for two or more children. If the child attends **more than 11 days a month**, the monthly rate of **\$155.00** for one child or **\$190.00** for two or more children will be applied.

**I will begin to charge if the student stays longer than 30 minutes after check in time. (3:30 on regular days and 1:00p.m. on early dismissal.)**

### **Late Fees**

Aftercare ends at **6:00 p.m.** every day. If a child is picked up after that time, they will be charged **\$2.00** for **every minute for every child**. All late fees will be included on the monthly invoice.

### **Billing**

An invoice will be sent out, via your child or email, at the beginning of every month and will be due within the date stated on the invoice. A late fee of **\$10.00** will be applied to any outstanding payments past the due date.

### Supply List

This is a list of supplies Daycare would love to have if possible for the 2019-2020 school year. Again, for every \$15.00 spent, you earn 1 service hours towards the required service hours for the year. It is not mandatory, but it is greatly appreciated by our children and the entire Daycare staff.

1. Paper (lined, and copy)
2. Pens
3. Pencils
4. Erasers
5. Markers
6. Colored pencils
7. Scissors
8. Stapler and staples
9. Clorox wipes
10. Kleenex
11. Hand sanitizer
12. Dodge balls
13. Basketballs
14. Rubber bands
15. Board games (new and used)
16. Puzzles (new and used)
17. Books (new and used)

Anything is greatly appreciated. Thank you for helping our program here at Nativity. Have a wonderful school year!

Daycare staff