

**ASC Adult Supervisors:**

Director: Miss Marissa Bribiesca

TK, Kindergarten, & 1<sup>st</sup> Grade: Mrs. Salud Moreno (TK Room)

2<sup>nd</sup> and 3<sup>rd</sup> Grade: Ms. Mais Alazraei (Kinder Room)

4<sup>th</sup> and 5<sup>th</sup> Grade: Mrs. Ofie Ruta (6<sup>th</sup> Grade Room)

6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade: Mrs. Kimberlee Thomas (8<sup>th</sup> Grade Room)

Gate Duty: Miss Raziel Pelongco

Morning Care: Mr. Rene Martinez (3<sup>rd</sup> Grade Room)

**Note:**

❖ **Morning Day Care**

Anyone arriving before  
**7:30 a.m.** will be directed  
to the Morning Care Room.  
**(Room 3)**

❖ **After School Care**

Anyone still in the waiting  
area at 3:15 will be directed  
to the After Care Room.  
**(Room 13)**

School Year  
2019-2020



**HOLYFAMILY**  
GRADE SCHOOL

Where aspiration begins early, and thrives.

400 S. Louise Street Glendale, CA 91205

**TK – Grade 8**

**2019 – 2020**

**Before and After  
School Care**

## **Welcome to Holy Family Grade School Before and After School Day Care Program.**

This Program is our service to working parents. Its purpose is to provide a high quality, affordable program in a safe, wholesome, and caring environment by a capable staff. Our program includes a scheduled time for homework under staff supervision. The Day Care Program is an extension of our school day, therefore it supports all its policies and procedures. All activities are planned with an emphasis on safety, fun, and active participation by a caring adult.

### **DAYS AND HOURS OF OPERATION**

Before and After School Day Care is available on all school days.

#### **Hours:**

**Morning** – 6:30 a.m. to 7:30 p.m.

**Afternoon** – 3:00 p.m. to 6:00 p.m.

(1<sup>st</sup> Tuesday of each month and on minimum days -12:00 p.m. - 6:00 p.m.)

### **DAY CARE PROGRAM RATES**

#### **AFTER SCHOOL RATES**

Registration Fee \$50.00/family

\$200.00 /month/ 1child

\$275.00 / month/ 2 children

\$325.00 / month/ 3 children

\$375.00 / month/ 4 children

Drop-in Rate \$30.00/day/child

Late pick up fee \$30.00 / child (1<sup>st</sup> 15 minutes; additional fee/min.)

#### **BEFORE SCHOOL RATES**

Registration Fee \$50.00/family

Monthly Rates \$60.00/month/child

Drop-in Rates \$10.00/day/child

### **BILLING**

All monthly payments are due on the 1<sup>st</sup> Of each month via FACTS Tuition Management System. Drop – ins are also invoiced through FACTS.

### **INSURANCE**

The school's accident insurance policy covers students during the times of the Day Care Program.

### **SIGN-IN/SIGN-OUT PROCEDURES**

**All** students must be signed out by an authorized parent/guardian indicated on the 2019-2020 Emergency Information Form. A full signature, plus printing of one's first and last name, as well as the time of release **is required.**

### **CHILDREN CAN ONLY BE PICKED UP BY AUTHORIZED ADULTS.**

### **HEALTH AND SAFETY**

The After School Program adheres to the regular school policies regarding First Aid. Rules for parking and crossing the street must be adhered to at all times.

**School Year  
2019-2020**



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### **EMERGENCY PROCEDURES**

Emergency Information Forms must be kept current at all times with two names and telephone numbers for emergency purposes, the doctor's name and number, and any medical alerts we should be aware of. There is a telephone in the Day Care Room and it is to be used for emergencies only during day care hours (818) 243-9239 x413. All emergency procedures are the same as the regular school session.

### **EXPECTATIONS**

The Day Care Program is a privilege and both parents and students are expected to support all policies and procedures. The discipline guidelines are consistent with regular hours.

### **DAILY SCHEDULE**

6:30 A.M. – 7:30 A.M. Study/Quiet time

3:00- 3:05 P.M. – Roll Call and Snacks

3:05 -3:45 P.M. – Play Time

3:45 -4:30 P.M. – Supervised Homework

4:30 -5:30 P.M. – Reading / Arts & Crafts / Board Games / Educational Movie

#### **½ Day Schedule (First Tuesday of Month)**

12:00-12:10 P.M. – Attendance

12:10-12:40 P.M. - Lunch Time

12:40-1:30 P.M. – Play Time

1:30-2:30 P.M. - Supervised Homework

2:30-3:30 P.M. – Cooking

3:30-4:30 P.M. – Arts and Crafts

4:30-5:30 P.M. – Arts and Crafts / Reading

5:30-6:00 P.M. – Wrap-up and Clean-up