

EAGLE NEST PROGRAM INFORMATION

Your child will not be able to attend Eagle Nest unless we have these signed documents. Even if you are not sure if your child will attend Eagle Nest throughout the school year, please complete this information in case the need arises.

The handbook and rules are yours to keep.

PHILOSOPHY

Eagle Nest exists to provide quality after school care in a secure and Christian environment for the children of St. John the Evangelist Catholic School. We are an extension of St. John School where students continue to understand the central message of Jesus in the gospels: love of God, self and others.

ADMITTANCE

Any child who attends St. John the Evangelist Catholic School (all day PeeWees through 6th grade) is eligible to attend Eagle Nest. Registration must be renewed each year.

CLOSING

If St. John the Evangelist Catholic School closes due to inclement weather conditions, Eagle Nest is also closed. Listen to local television, radio or a text alert for information on closings. If school releases early due to inclement weather, you are expected to pick your child up within the hour of release.

As a mission to the school, we are not allowed to remain open when school is not in session. That includes special days off, holidays and school break.

DAYS AND HOURS

Eagle Nest is open Monday through Friday when school is in session. Hours are from 3:00 p.m to 6:00 p.m.

FACILITIES

Eagle Nest is located in the Multipurpose Room in the lower level of St. John School, the school gym (if not in use) and playground.

FEES

Eagle Nest is a not-for-profit, self-supporting program. It does not receive funding from the School or Parish. All fees are used to pay salaries, supplies and maintain the program.

Parents are required to sign a contract indicating that your child will attend. Each child who attends Eagle Nest on a regular or occasional schedule will be charged \$4.00 per hour. In either case, there is a **ONE HOUR MINIMUM CHARGE.**

The Registration Fee for Eagle Nest is \$10.00 per family. This fee will be included on your first invoice. Invoices will be sent home in Eagle Pack each Thursday. This invoice will be for the previous week that your child was at Eagle Nest. Payment **MUST** be made by the following Monday. If payment is not received, you will be **charged a \$5.00 late fee until the invoiced amount is paid in full.**

FORMS

The following forms must be completed and turned in before your child can attend the Eagle Nest Program:

Registration / Contract Form

Emergency / Pick up Information

HOMEWORK

Each afternoon will consist of a 30 minute homework/quiet period. If a child does not have homework during this time, they are to use the time doing a quiet activity like reading. Children are not limited to 30 minutes. They may spend as much time as needed to complete homework. The staff is there to help with homework, but is not responsible for checking it or making sure that it is done.

SNACK

Students are allowed to bring their own food. If there is any leftover food from lunch students will be provided with that.

ILLNESS

If a child becomes sick while at Eagle Nest, you will be contacted to make arrangements to pick up your child immediately. If a child is too ill to participate fully in the program, including outside play, they are too sick to attend Eagle Nest. You will be expected to make other arrangements for their care.

MEDICATION

Medication may be given to your child according to the school guidelines. All authorization forms and medicines will be kept in the School Office.

OCCASIONAL USE

Eagle Nest can be used for occasional use. Occasional users are required to follow the same guidelines as regular scheduled children: forms, registration fee, rules, etc. The fee for occasional use is \$4.00 per hour with a minimum of \$4.00.

PICKING UP YOUR CHILD AT EAGLE NEST

We ask that you pick up your child from Eagle Nest by using gym doors, the doors that face the playground or directly from the playground if they are outside. When standing at the glass door that faces the playground there is a doorbell on the left side of the door. When the doorbell button is pushed it will buzz downstairs in the Multipurpose Room. The Eagle Nest Director will be able to see you on a TV monitor and will be able to buzz you in. If the Director does not recognize you, she will come to the door and ask for identification.

EAGLE NEST REGISTRATION / CONTRACT FORM

*St. John the Evangelist Catholic School
117 West Monroe Street
Goshen IN 46526
574-533-9480*

INDIVIDUALS PERMITTED TO PICK UP MY CHILD(REN)

In accordance with program policy we **MUST** have on file the names and telephone numbers of the individuals permitted to pick up your child from our program. If someone arrives to pick up your child and we have not been introduced, we will ask for a picture I.D. and check to see if this person is listed below. If a name is **NOT** on this list, we **CANNOT** allow your child to leave with them. Individuals who are identified on your child's emergency information below will automatically be placed on the pick up list.

So that we can avoid any inconvenience, please call if someone other than you will pick up your child.

Child(ren)'s Name _____

may be picked up from Eagle Nest by the following adults:

Name _____	Phone _____

The following may NOT pick up my child(ren) from the Eagle Nest Program:

Name _____	Phone _____
Name _____	Phone _____
Parent Signature _____	Phone _____
Date _____	

EMERGENCY INFORMATION

Mother's Emergency Phone Number _____

Father's Emergency Phone Number _____

Please list two names of relatives or a neighbor who will assume temporary care of your child in case you cannot be reached.

Name _____

Phone _____

Name _____

Phone _____