

CASA Program Contract

Return to the school office PRIOR to using CASA

Saint Matthew School will offer extended care to our working parents. In return, the undersigned parents agree to pay \$10.00 per hour, per child, and fulfill all responsibilities as described in the "Parent Responsibilities" section of the Child Care information page. These responsibilities include, but are not limited to, the following:

- Update the Emergency Form in the school office immediately when there are changes; ie: phone numbers, authorized persons to pick up, etc. The school office will ensure that CASA receives a copy.
- Payment of quarterly billing when due
- Immediate payment of \$1.00 for **each minute** a child is left **past 6:00 P.M**

Frequent lateness in picking up a student will result in the termination of the student's participation in the program.

Failure of a student to comply with the rules and discipline requirement of the CASA Program, Saint Matthew Catholic School, and the Archdiocese, as they are adopted from time to time, may subject the student to denial of further participation in the program.

The undersigned parents agree to indemnify and hold harmless the Saint Matthew Catholic School and Archdiocese, and all of the agents, employees, consultants (paid or volunteers) from any loss or liability arising out of their extended school day program as such loss or liability related to the child/children covered by this contract. The name(s) and grade(s) of my child/children to be included in the C.A.S.A. Program are:

Child's Name	Grade
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____

A copy of the Universal Medical Information/Emergency Contact Release and Consent Form from the school office, is kept at CASA. The names and telephone numbers of the persons authorized to pick up my child/ren after school or to be called in case of an emergency should all be listed on that form.

NOTE: Children will be released to either parent unless a copy of a binding court order is on file in the school office stating restrictions.

I/We give permission for emergency medical treatment for my child/children enrolled in the CASA Program at Saint Matthew Catholic School.

I/We, the undersigned, agree to all of the above terms including the "Parent Responsibilities" listed on the Child Care Information Page.

FATHER'S SIGNATURE: _____ DATE: _____

MOTHER'S SIGNATURE: _____ DATE: _____

CASA VALUES – PROCEDURES

Values:

- Be Kind.
- Be Honest.
- Be Respectful of others and their belongings.
- Follow the Procedures and Rules.

Procedures:

1. Cell phones or electronic devices may not be used at CASA before 5:00 pm, unless you are signed into Homework Club (on the available days).
2. Please ask an adult for materials or toys. Please return materials or toys to the adult when you are done with them.
3. When some children are going outside and some are staying in to play or do homework, please stay with the group you have chosen. Don't go in and out without telling an adult because we want to know where you are so you will be safe!
4. When playing outside, please tell the outside adult if you need to use the restroom. Use the restroom properly.
5. Please keep your own belongings in one area and be sure you have everything before leaving.
6. Always stay where there is an adult.
7. Come to CASA immediately after you are released from class.
8. **NEVER LEAVE THE SCHOOL GROUNDS or CASA AREA**, unless, you are signed out by an adult!

If a child chooses not to abide by the CASA Values and Procedures, the following may happen:

- Reminders, Warnings, Time-Outs, or Loss of the Privileges involved.

If the unacceptable behavior continues after the above consequences, parents will be notified.

We understand the Values and Procedures of the CASA Program, and we agree to abide by them.

Child's Signature: _____ Date: _____

Child's Signature: _____ Date: _____

Child's Signature: _____ Date: _____

Child's Signature: _____ Date: _____