



Our Lady of Peace
SCHOOL

Extended Care Program 2011-2012 School Year

Policy Statement

1. Entrance Procedure

- A. Please read and sign the policy statement. Complete the registration and emergency information forms.
- B. A **\$20.00 non-refundable registration fee per family** should be included with the paper work.

2. Financial Policies

- A. Before school program provides daily care from
7:00 AM – 8:15 AM (K-8)
7:00 AM – 8:15 AM (PreSchool)
- B. The after school program provides care from 3:20 PM – 5:30 PM (PreSchool– 8)
The cost of the program will be:

AM Program: \$4.00 from 7:00a.m. – 8:15 a.m.; \$3.00 from 7:30a.m. – 8:15a.m. (\$2.00 for each additional child)

PM Program: \$5.00 from 3:30p.m. – 5:30p.m. (\$2.00 for each additional child in K-8) *Note: From 3:30p.m. - 5:30 p.m., the charge for a preschool child will be \$5.00 due to the need for an extra person to take care of the preschoolers.*

Early Dismissal: \$8.00 from 1:30p.m. – 5:30p.m. (\$2.00 for each additional child)

- C. Payment is **prepaid** and is due on Monday for the week. Please put the payment in an envelope marked with name and give it to the staff person on duty. Receipts will be given at the end of the week when requested. Parents are encouraged to keep their own records as well. Checks can be made payable to Our Lady of Peace Extended Care. **The weekly fee is not altered if your child is absent from school or Extended Care and this includes Scout meetings and practice for various sports and for bowling.** If for some reason your child will not be at Extended Care on a day that they are in school, we require a written note from you. This will save a telephone call to your place of employment.
- D. Drop in services are not available. **If your child is in a sports program and has to remain at school until practice, he/she must be registered in Extended Care in order to stay in Extended Care.** You will be charged the normal fee.

3. Eligibility

- A. All children PreSchool through 8.
- B. Only the child or children you register are eligible for the Extended Care program.

4. Arrivals – Morning Program Only

Cafeteria doors only- All other doors will be locked. Please deliver your child/children to the staff person in the cafeteria and sign the daily log.

5. Departures – After School Program

- A. Pick up will be at the lower east end cafeteria doors only. Doors will be locked and exit will only be possible. Please arrive at the time you scheduled as we will have no way of knowing you are early. Our Extended Care program will end promptly at 5:30 PM. If you cannot pick up your child by that time, please make arrangements for someone else to do so. **Please notify us** of the situation so that we can safely deliver your child to the proper hands. If there is no notification or note, we will not be able to release your child to anyone other than you.
- B. To ensure that children are picked up on time, **there will be a late charge of \$1.00 for every minute that a child remains in the program after 5:30 PM. This will be enforced.** You can call The Extended Care cell telephone in an emergency so the staff is aware, but there will still be a charge (**cell phone – 923-7607**).

5. Departures – After School Program (continued)

- C. When your child is ready to leave, we will be waiting for you by the front east cafeteria doors. You or the designated person on the information form will need to sign out your child. We will than safely release your child to you or to the designated person.

6. Parent – Staff Communication

- A. If at any time, you would like to schedule a conference with a staff member, please feel free to do so.

7. Illness and Medicine

- A. The program is not prepared or equipped to take care of sick children.
- B. Should your child become ill during the hours of the program, you or the person listed on the emergency form will be called immediately, whoever can be reached first.
- C. In the event of an extreme emergency, we will attempt to notify you and then your child’s physician.
- D. Administration of medication will not be done by the staff of the program. Special circumstances must be communicated directly from the parent/guardian to the staff person in charge and not through the child in question.

8. Clothing – After School Program

- A. The children are requested to change from their school uniforms at the beginning of the Extended Care Program. Please make sure that all of their clothes are correctly marked. **Sneakers are required whenever the children are in the gym.** It is best to always send them along.

9. Discipline

- A. We are providing an Extended Care service for the families of Our Lady of Peace School. We expect the children to act mannerly and to be obedient.

10. General

- A. The Extended Care program will begin on Tuesday, August 30, 2011 and continue until Thursday, June 7, 2012 (AM only).
- B. There will be no Extended Care program during holidays, student vacations, teacher in-service days, snow days, the afternoon of Dec. 23, 2011 or when school is dismissed early for inclement weather.
- C. On days that school is on a 2 Hour Delay, Extended Care will be in operation **ONLY** for children registered in Extended Care.
- D. For those children already enrolled in the program, Extended Care will be provided on those days when school is dismissed at 1:30 for faculty meetings.

Note: If inclement weather calls for an early dismissal during the day, you must have your child picked up at the time of our dismissal. Please listen to the radio or television for information. The PARENT BROADCAST Emergency numbers will also be utilized to inform you, if this should happen.

I have read and hereby agree to follow all the policies of the Our Lady of Peace Extended Care Program. I understand that any violations could result in the termination of child care services for my child/children.

Signature

Date



Our Lady of Peace
SCHOOL

EXTENDED CARE

REGISTRATION INFORMATION

Parent/Guardian

Name _____ Phone _____
(please print)

Address _____

Child/Children

Name _____ Grade _____ Birth Date _____

Name _____ Grade _____ Birth Date _____

My child/children will participate in the Our Lady of Peace Extended Care Program on the following days:

<u>Day</u>	<u>Arrival Time</u>	<u>Departure Time</u>
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

Please indicate day(s) along with approximate arrival time and/or departure time. Before school program starts at 7:00 AM and after school program ends at 5:30 PM.

\$20.00 Registration Fee/Family – Must accompany registration form

TWO-HOUR DELAY – Flat fee - \$5.00

AM Program: \$4.00 from 7:00a.m. – 8:15 a.m.; \$3.00 from 7:30a.m. – 8:15a.m.
(\$2.00 for each additional child)

PM Program: \$5.00 from 3:30p.m. – 5:30p.m. (\$2.00 for each additional child)

Early Dismissal: \$8.00 from 1:30p.m. – 5:30p.m. (\$2.00 for each additional child)

NO DROP-INS – CHILD MUST BE REGISTERED

Parent/Guardian Signature

Date



Our Lady of Peace
SCHOOL

Extended Care

Emergency Information Form

Child/Children's Last Name _____

First Name(s) _____

Home Address _____ Telephone _____

Father's Work Number _____ Mother's Work Number _____

Illness or Accident or Leaving School Premises: In the event of apparently serious illness or accident, when I cannot be reached, I wish one of the following to be notified by telephone. They are authorized to act in my absence. They may also pick up my child.

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

The following person(s) MAY NOT pick up my child:

Doctor's Name and Telephone. If one of the above cannot be reached, I wish my child to be taken to the hospital. ____yes ____no. If yes, which hospital _____.
I wish any one of the following doctors to be notified:

Name _____ Phone _____

Name _____ Phone _____

Special Instructions – Allergies? Chronic Illness? Etc.