

Our Lady of Sorrows

After School Program
Parent Handbook

2017-2018

Parent ASP Hand Book

Welcome

Our Lady of Sorrows would like to welcome parents and children to the 2015/2016 After School Program. The purpose of the OLS After School Program is to provide a safe and enriching program for children, to promote self-image, physical fitness, and better family relationships.

Program Goals

1. To encourage self-esteem and self-worth in each individual child.
2. To make new friends.
3. To help children develop skills to interact with peers in a positive manner.
4. To provide a consistent, daily schedule to help with feelings of security and control in the environment.
5. To offer a variety of materials and activities for varying attention spans.
6. To offer free choice activity times to foster independent choice, sharing cooperation, and exchange of ideas.
7. To offer a homework area.

Registration and Payment Policies

Operating Dates and Times

The OLS After School Program provides care during the school year on a regularly scheduled school days. The After School Program is available from **2:20pm-5:30pm** and **12:20pm-5:30pm** on half days.

Registration

At time of registration the following is required:

1. A \$35.00 non-refundable, non-transferable registration fee.
2. All required registration forms, filled out completely.

Payments

1. **Monthly tuition and Attendance Schedule are due no later then the 20th day to the prior month of service.**
2. Payments may be sent in with your child in a envelope labeled ASP Payment Francesca Gioe. Check or money order made out to OLS.
3. Monthly tuition and attendance schedule not received by the 20th of the month has a \$25.00 late fee.
4. ASP is a yearlong program paid monthly. Tuition is not based on the number of days each month.

Late Pick-Up

We understand that emergencies can and will arise. **Please arrange for emergency pick-up people that you can contact in the these instances.** Back up adults for pick must be listed on your child's paperwork.

Parents are required to contact emergency pick up person(s) if they suspect that they will be late picking up their child. If unsuccessful in contacting emergency pick up person(s), then parents must immediately contact the Director of ASP. Please use the phone numbers listed in this handbook to notify the staff when these circumstances occur. This allows staff to prepare the child for the late arrival and to rearrange their own schedule or secure a substitute for the child's care. If a child has not been picked up by the end of the ASP day 5:30pm and the parent has not made arrangements for the child to be picked up by an authorized adult then the following actions will be taken:

1. Staff will attempt to contact the alternate adult(s) on the child's emergency card to pick up the child.
2. Please understand one child late results in several staff members remaining. This causes increased costs that we in turn need to move to your financial obligation. We always arrange for more than one adult to stay with the child.
3. \$15.00 for the first 15 minutes and \$10.00 for each additional 15 minute section you are late for pick up.

Please be respectful of our hardworking staff by being on time!

Special Circumstances

Drop In Policy

Drop in days are available to parents on **“as needed”** basis. The fees are \$10.00 per day if picked up by 4:30pm and \$15.00 if picked up by 5:30pm. Half days, 12:20pm to 5:30pm will be charged \$30.00 per day. Check or money order made out to OLS.

Half Days

There will be no extra charge for half days, when our program runs from 12:20pm-5:30pm.

School Weather and Emergencies

In the event that school is canceled due to the inclement weather, then the After School Program **will be closed** as well.

If the school has a situation where they must close the building early, parents will be notified immediately and the children will be taken to the Church. Parents are required to make the necessary arrangements to have their child picked up in an emergency

What to Wear

Appropriate outdoor clothing

In colder weather be prepared with gloves and hats.

All items that you send with your child/children should be in a labeled bag.

What to Leave at Home

Toys are only allowed to be brought to ASP on assigned days. Please refer to the monthly newsletter for those assigned days.

Gum/Candy

Videos/Video Games/Cameras/Other Electronics

Cell Phone Policy

Cells phones may be carried in purses or book bags, but are not to be used during the After School Program without permission. They must be turned of. Parents who need to reach their children should contact the main office or the appropriate contact number for the After School Program.

Snacks

Please pack a snack for your child/children for them to have during ASP. Snack is not provided.

Homework

Time and space is available for children to complete their homework. Children are encouraged to use this time to study and /or complete homework. However, it is a program policy that the staff refrain from forcing a child to complete his or her school assignments. Parents should check their children's work at home later on in the evening. Tutoring is not available at ASP.

Contact Numbers for After School Program

Our Lady of Sorrows—609-587-4140 ext. 135

After School Program cell phone staff member at the door has this phone available during ASP hours of operation 609-954-4788