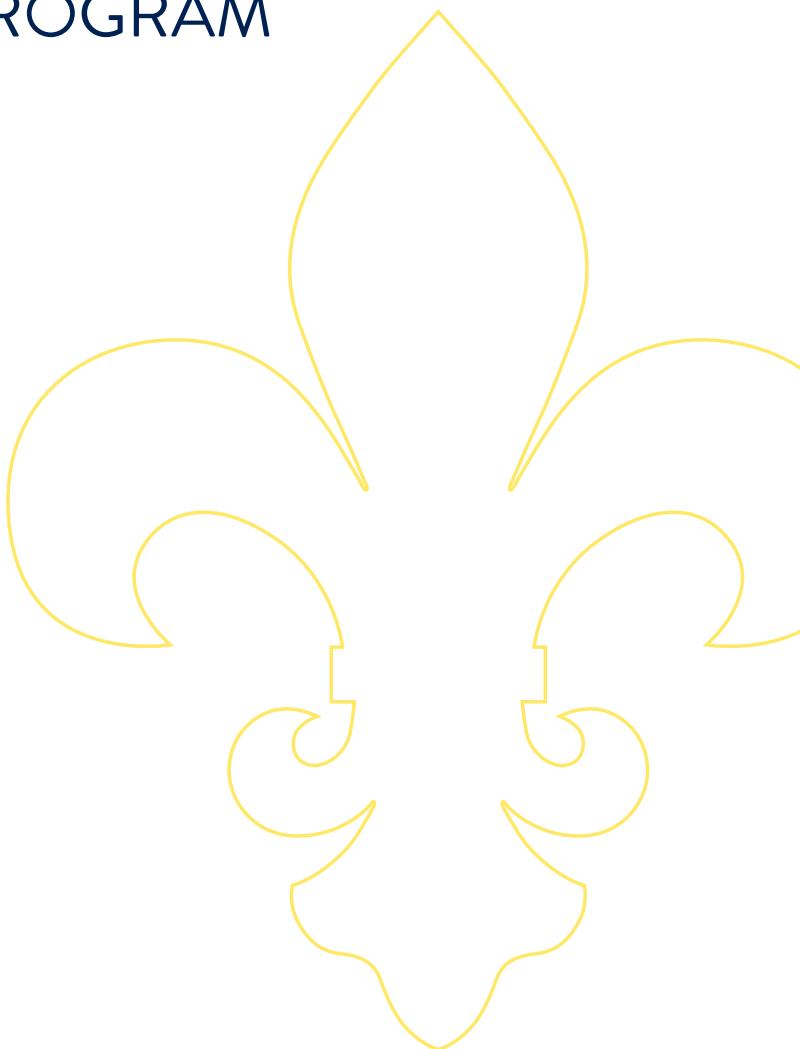


OUR LADY *of* VICTORY

K-8 AFTER SCHOOL PROGRAM PARENT HANDBOOK



OLV K-8 ASP PARENT HANDBOOK

DESCRIPTION OF THE OLV AFTER-SCHOOL PROGRAM

The Our Lady of Victory After-School Program was created in response to the need for proper after-school supervision and is designed primarily for children of working parents. The program is non-profit, self-supporting, and limited to students of Our Lady of Victory in grades kindergarten through eight.

The After-School Program provides a safe environment designed to enhance each child's education and well being. In addition to ample quiet time for homework assignments, we surround children with age appropriate books, games, and crafts to encourage physical, social, emotional, intellectual, and spiritual needs by promoting participation in many exciting educational activities both indoors and outdoors. An example of a typical day's schedule is as follows:

- 3:00 Arrival/Transition/Attendance
- 3:15 Prayer/Snack Time
- 3:30 Homework/Indoor/Outdoor Play/Arts and Crafts/Special Activities
- 6:00 Program Closed

HOURS AND DAYS OF OPERATION

The After-School Program will operate in the school cafeteria between the hours of **3:00 p.m. and 6:00 p.m.** The days of operation will follow the same calendar as Our Lady of Victory School and will not operate on days when Victory is closed. Parents will be required to make alternative arrangements for childcare on closed days.

REGISTRATION

To formally register your child in the OLV After-School Program, you must complete the online registration form. To register, log in to your FACTS account. The registration link can be found under Web Forms. A non-refundable registration fee of \$25.00 will be collected through the FACTS payment service at the beginning of August. This completes the registration process. The registration process must be complete before your child attends the program.

Enrollment is open to any child attending Our Lady of Victory school in grades K-8.

We have 3 categories of enrollment; Full Time, Part Time-Set Days and Part Time-Variable Days. On the Registration Form you will indicate which category in which you are enrolling your child(ren). **You will be expected to pay for the number of days you indicated on the registration form for Full Time and Part Time – Set Days or in the Variable Das.**

FULL TIME

- Child(ren) attends the program 5 days/week (M-F)
- 13 or more days, \$185 monthly (September-May)

PART TIME - SET DAYS

- Part Time A: 9-12 days, \$140 monthly
- Part Time B: 4-8 days, \$90 monthly
- Less than 4 days, \$20 a day

PART TIME – VARIABLE DAYS

- Child(ren) attend the program DIFFERENT DAYS AND A DIFFERENT NUMBER OF DAYS each week
- Parent is required to send an email to the program directors with the days your child(ren) will be attending the program in the following month, by the 25th of the month PRIOR. You will be charged for the number of days you indicate in this email, regardless of illness or last minute schedule changes.
- Fee is \$12.00 per day per child

EMERGENCY CARE

We are happy to provide emergency care for your child(ren) at the rate of \$12.00 per child in the event that an unforeseen circumstance arises. Payment is expected when you pick up your child(ren). To have your child attend more than one day, you will be required to register your child, pay the registration fee and complete all required forms. Please call the school office if this need arises.

ARRIVALS AND DEPARTURES

Children will arrive in the cafeteria immediately following the 3:00 p.m. dismissal bell. Children will remain the responsibility of the After-School Program Staff until picked up by a parent, legal guardian, or other pre-authorized person. Staff will be responsible for recording your child's attendance in a daily log.

Please call, text, or email us before 3:00 p.m. if your pick up arrangements have changed. Please advise this person who will be picking up your child that they will need to bring a driver's license for proper identification. Under no circumstances will any child be released to any individual without photo identification and parental consent either by telephone or written authorization.

Children's garments, backpacks, books, and personal belongings should be clearly marked with your child's full name. We encourage children to be responsible by taking care of their property and staff will monitor belongings, but neither the staff nor the school will be held responsible for lost or damaged personal property.

SNACK TIME – WE ARE A PEANUT-FREE PROGRAM!

Every day, we have snack time from 3:15–3:40. PLEASE send a snack consisting of a drink and food items for them to eat. DO NOT send any snacks that contain peanut butter or any type of nuts. We do sell water, milk and bagged snacks, so your child may want to buy a snack. Please send money with them if they want to do that.

ILLNESS AND MEDICATION

If your child is scheduled for the After-School Program but will not be attending due to illness, please call the school office or the Program Director to inform them of the absence as soon as possible. We regret we cannot issue a credit or a refund for days missed due to illness.

If a child is absent from school or dismissed early because of illness, he or she cannot be admitted to the Program that day for health reasons.

If a child becomes ill during the After-School Program, a phone call will be made to parents. We ask that the child be picked up in a timely manner to keep everyone healthy.

MEDICINE DISPENSING POLICY/AUTHORIZATION

Please be advised that there is no nurse on duty during the program. Administrators can handle minor injuries/issues. If a significant issue arises, a parent and/or 911 will be called.

In addition, for the safety of your child and our employees, we are NOT permitted to administer any medications except, epi-pens, in the case of allergic reactions, inhalers, or Benadryl, provided a Medical Dispensing Permission form is on file with the program. Further, we WILL NOT make a judgement call as to which medication to give a child. Only ONE of the above medications can be listed on the dispensing permission form. Any time medication is dispensed, a parent will be called and will be required to pick up the child from the program immediately.

If you need a Medical Dispensing Authorization Form, please see either program director.

PAYMENTS AND FEES

During the registration process, you choose the level of care (Full Time, Part Time A or B) and in the case of a PT schedule, you indicate to us number of days and which specific days your child will come to the program. To accommodate the needs of families with variable schedules, where the specific days the child attends can change, the ASP allows families to indicate the specific days their child will be attending the ASP by the month. **You will be expected to pay for the number of days you indicated on the registration form for Full Time and Part Time – Fixed Days categories or on the Variable Day Email for Part Time – Variable Day enrollees regardless of illness or last minute schedule changes.** To best serve the children, we plan our staff and activities and snacks around the scheduled number of children each day.

Calendar needs to be sent to Katie Moll and Sara Gonnella by the 20th of each month.

ASP FEES ARE PAID THROUGH FACTS

We currently have a relationship with FACTS for tuition assistance grants, school registration, tuition payment processing as well as After School Program payment processing. The efficiency, flexibility and 24-hour service from FACTS fits the needs of a busy lifestyle, parish and school. ALL ASP families will be required to use FACTS to pay ASP charges, **no cash or checks will be accepted at the program, except for late pick-up fees.**

- Payments will be due on the 15th of the month for the current month (i.e. April's ASP charges are due on April 15th). If the 15th falls on a weekend, the payment will be due the first business day following.
- Charges will appear in your FACTS account as "ASP Incidental Expense".
- There is no additional fee to pay by directly debiting from your checking or savings account via your checking or savings account account number.
- Credit or Debit cards may be used to make a payment, but there is an additional 2.85% fee per transaction. Late payment fees will be incurred as is stated in your FACTS account.

FEES

Based on the level of care you chose on the registration form. The following charges will apply:

- Full Time: \$185 monthly
- Part Time A: 9-12 days, \$140 monthly
- Part Time B: 4-8 days, \$90 monthly
- Less than 4 days, \$20 a day

LATE PICKUP

If a child is left beyond the closing time of 6:00 p.m. a late fee will be charged. **The fee will be \$3.00 PER CHILD for every minute after 6:00 P.M.** It is important that you or someone on your pickup list picks up your child(ren) by 6:00 pm. Our teachers and staff have busy evenings, just like you do, and greatly appreciate your help with this. We reserve the right to discontinue program use if your child is consistently left after 6:00 pm.

**This fee is due in CASH by the next school day. Please send it to the office in an envelope marked ASP.

We regret there is no refund or credit for days missed due to illness or for any other reason. Unpaid balances of two weeks will receive a written notice from the parish business office. Outstanding balances over month, may result in your child being removed from the program until the balance is resolved. Fourth quarter report cards will be held if an unpaid balance remains.

**Please do not hesitate to contact the directors or the parish bookkeeper special circumstances arise.

We require a minimum notice of one week if you intend to withdraw your child from the program. If notice is not given, your regular payment will be charged for that month.

DISCIPLINE

The form of discipline applied by the After-School Program will be consistent with the Christian atmosphere maintained during the school day. When necessary, children will be persuaded away from inappropriate behavior and redirected toward more positive activities.

The goal is to create an environment that develops a child's positive self-image and self-confidence by teaching them acceptable ways to manage their behavior. Under no circumstances will any form of verbal or physical punishment be used. If a child displays behavior considered dangerous, a time-out may be necessary to assist a child in regaining control. Time -outs are only used as a last resort. Parents will be notified verbally if a time-out was needed. Verbal warnings will be used for minor behavioral issues.

If a child becomes disruptive to the point where his or the other children's physical, mental, or emotional safety is at risk, then the following techniques will be used:

- First Incident: Behavior is noted on the sheet, the sheet is given to the parent at pick up, and the parent will put their initials on the form that they have received the form. ASP will retain that form or copy for our records (will be dated as well)
- Second Incident: Same as above
- Third Incident: Child will not be permitted to return to ASP for a week. So if the incident happens on a Thursday, the child will not be permitted back into ASP until the following Friday.
- Fourth Incident: Child will not be permitted to return to ASP for a week or what the Adult and Director decide is the best course of action.
- Fifth Incident: Child will not be permitted to return to ASP for the rest of the year. Furthermore the Director of ASP and Principal will discuss if the child should be excused from the Program altogether.

If a child should use violence of any kind or threaten violence, it is an immediate dismissal from the program for a week. Due to severity of the issue, again the Director and Principal will decide should the child return to ASP. (Our Lady of Victory does not allow violent behavior to occur...of any kind)

ACCIDENTS, INCIDENTS, AND EMERGENCY PROCEDURES

First aid will be administered for every occurrence involving any of the four "B's: bumps, bruises, bites, or blood, regardless of how minor the incident may seem. An Accident/Incident Report will be completed to record the incident and parents will be asked to sign the report.

In case of an actual emergency, parents will immediately be notified. In the unlikely event that we are unable to reach parents, the authorized persons listed on the Child Information Form will be contacted while every reasonable attempt continues to be made to contact parents. Emergency Medical Services, (911), will be called without delay. If transportation to a hospital is required, this will be carried out by a qualified Emergency Medical Technician. The child's emergency treatment consent form will accompany the child to the hospital and a staff member will remain with the child to comfort and assure until released by a parent or legal guardian.

After-School Program Staff are not permitted to transport any child anywhere, for any reason. This policy assures the safety of your children by securing proper medical attention eliminating delays if medical treatment is necessary. **Remember to let us know if your phone number has changed in case we have to reach you in an actual emergency.**

SAFETY AND SECURITY

For security purposes, everyone authorized by you to pick up your child must be listed on the Child Information Form. Please be prepared to show your driver's license each time you pick up your child-you will be asked for it. This is a simple, yet highly effective, method for staff to easily identify the people you have authorized to pick up your child. We respectfully request your cooperation in enforcing this policy by showing your license each time you pick up your child.

SIGN OUT PROCEDURES

- For security and safety reasons, we ask that you use the main cafeteria doors facing Neeb Road to enter the building to pick up your child(ren). Doors to cafeteria are always locked.
- You will also need to sign out your child each day that you will be picking them up. There will be daily sign-out sheet on the table as you enter the cafeteria.

We know that you will sometimes be unable to pick up your child, so we ask that you email us with the name of the person that will be picking up your child. Advise the pick-up person to park in the cafeteria parking lot and to bring their driver's license into the cafeteria for positive identification. It is impossible for staff to be absolutely certain of anyone's identity, therefore, under no circumstances will any child be released to any individual without photo identification and parental consent. If a child is scheduled and does not arrive as expected, we will contact you immediately to verify the situation.

- Children will be supervised at all times.
- Children will be signed in and out in the daily attendance log.
- A First Aid Kit will be on the premises at all times.
- Staff will ask to see picture identification when the staff member does not recognize the person picking up the child.
- Parents must inform the staff if someone not pre-authorized by them will be picking up their child.
- Immediate access will be provided to a working telephone at all times.
- Program staff cannot transport any child for any reason at any time.
- In the case of an accident, Accident/Incident Report Forms will be completed and available to parents within 24 hours.
- In the case of an discipline incident, report forms will be completed and signed by parent(s). Copy will be given.
- A parent or legal guardian must sign Accident/Incident Report Forms.

Rest assured that we will do our best to provide your child with a safe environment where he or she can feel secure. We sincerely thank you for entrusting us with your child.