

OUR LADY QUEEN OF MARTYRS CATHOLIC SCHOOL
After School Care Program
2013-2014

The After School Care program (ASC) is offered to Our Lady Queen of Martyrs Students (LC 3 – 8th Grade) who require care and supervision after 3:00p.m. on regular school days and on some 12:45p.m. early dismissal days. After school care is available for all OLQM students. Students from High Schools will not be permitted to hang out on school grounds after 3:00p.m. or in the ASC classrooms.

TIME

After school care is offered each school day, Monday through Friday from 3:00p.m. to 6:00p.m. and from 12:45p.m. to 6:00p.m. on early dismissal days. School lets out at 2:50p.m. This gives you a ten-minute grace period. Students who remain on campus longer than 10 minutes (3:00p.m.) will be escorted to after school care and you will be charge the daily amount.

FEES

A **\$10.00** fee per day per student is required (\$50.00 per week). This must be **paid daily** when you pick up your child or in advance for the week – this means on Monday of each week you must pay for the week or pay each day. If your child does not attend one day you will be credited. Families needing care for more than one child will be charge as follows:

2 children \$15.00 a day

Each Additional child - \$2.50

***Any payment not paid within twenty-four hours will be charged a late fee of \$25.00.**

Payments are due daily or in advance.

***Students left after 6:00p.m. will be charge \$1.00 per minute until picked up.**

***On early dismissal days an additional \$2.00 per family will be added.**

Payments should be made in the After School Care room with one of the staff members at the sign in/out sheet. Checks are payable to OLQM. Please write your child's name on the bottom of your check, receipts will be given and you must keep these for tax reasons, we will not go back in January to check the amounts you have paid for childcare. If payments are made in the front office then it could take up to two weeks to show in your after school care account.

EMERGENCY

We ask that you complete an ASC form and return it as soon as possible. Persons authorized to pick up your child must be listed. If your child is going home with another person, please send a written note giving that person permission to take your child; this includes other classmates' families also.

PROGRAM

Children are taken outside for some free play and given a snack, then they are divided into groups by grade. Children who have homework will be given time to do their homework, but we will not be responsible for them doing their homework. This means we encourage them to do it and we will give them help when they ask for it, but if they say "I do not have any homework", we will take their word for that. Please encourage your child to do their homework if that is what you are expecting for them to do. There will be games, computer time, etc. offered when homework is completed.

Return this portion to your child's homeroom teacher

Child's Name(s) _____ Class _____
_____ Class _____
_____ Class _____

Parent's Name(s)

Mom _____ cell phone _____ work phone _____
Dad _____ cell phone _____ work phone _____

Emergency person if parents can not be reached:

Name _____ cell phone _____ other phone _____

List people who can pick up your child(ren):

Who can not pick your child up (we must have a court order on file):

I have read this form and agree to the ASC rules and will be responsible for the ASC bill.

Parents Signature _____ Date _____