



Our Lady of Peace
SCHOOL

Extended Care Program 2016 - 2017

Following is information regarding the OLP Extended Care Program.

1. Entrance Procedure

- A. Read and sign the policy statement. Complete the registration and emergency information forms. The policy statement and forms can be found in the school office or on our website: www.olpcrusaders.org.
- B. A **\$20.00 non-refundable registration fee per family** should be included with the paper work.

2. Times

- A. Before school program provides daily care from 7:00 – 8:15 a.m. (Preschool-8)
- B. The after school program provides care from 3:20 – 5:30 p.m. (Preschool– 8)
The cost of the program is detailed below.

3. * Financial Policies

AM Program

- \$4.00 (\$2.00 for each additional child)
- On 2 hour delay days there will be an additional charge for the AM program \$6.00 (\$2.00 for each additional child)

PM Program

- \$5.00 (\$2.00 for each additional child in K-8)
Note: 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 1:30 – 5:30 p.m.
(\$2.00 for each additional child)

** Please note, the above prices are subject to change*

- A. Payment is **prepaid** and is due on Monday for the week. **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.
- B. 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.

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4. Eligibility

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

5. Arrivals – Morning Program Only

Southeast End Cafeteria doors only- All other doors will be locked.

6. Departures – After School Program

A. Pick up will be at the southeast end cafeteria doors only. Doors will be locked and exit only will be possible. Please arrive at the time you scheduled as we will have no way of knowing you are early. Our Extended Care program ends promptly at 5:30 p.m. 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. There will be a late charge of \$1.00 for every minute that a child remains in the program after 5:30 p.m. This is enforced.

7. 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.

8. General

a. There will be no Extended Care program during holidays, student vacations, teacher in-service days, snow days or when school is dismissed early for inclement weather.

b. On days that school is on a 2 Hour Delay, Extended Care will be in operation ONLY for children registered in Extended Care.

c. For those children already enrolled in the program, Extended Care will be provided on those days when school is dismissed at 1:30 p.m. for faculty meetings.