## The OLQMCA Before School Program

The Our Lady Queen of Martyrs Catholic Academy Before School Program is an organized support program designed for working parents whose children require supervision before school hours. Our staff is dedicated to providing quality care for OLQMCA students in the safe and familiar environment of their own school. It provides friendly care for all students in attendance. From here forward the Our Lady Queen of Martyrs Catholic Academy Before School Program may be referred to as BSP. The Before School Program is available on days when school is in session. Students in Pre-kindergarten through 8th grades may attend. It is available to students on a daily basis or based on necessity. While in the Before School Program, students can read, study, chat with friends, play board games, or just relax and prepare for the school day. Students are not allowed to use their phones while in attendance in the Before School Program.

## Hours

The Before School Program hours are Monday through Friday beginning at 7:00 AM each day school is in session. Students stay until 8:00 AM when the school day begins. Students are released to their homeroom classrooms at the appropriate arrival time.

## Location

The Before School Program is held in the Kitchen/Art Room. Students enter the school building through the front door on Austin Street and proceed down to the Kitchen. Attendance is taken as each student arrives.

## Fees

Before School Program service fees are charged at a daily rate. Charges are $\$ 4.00$ per child per day.

## Billing

Student attendance is logged at the end of each week. Invoice billing is done on a monthly basis. Each family receives a BSP invoice through their FACTS Incidental Expenses account at the beginning of the month for the previous month's attendance. All families are required to keep current on their payments. Your child will be prohibited from attending the Before School Program if you are delinquent in your payments.

## Payments

All payments are due ten days after BSP invoices are posted in FACTS.

