

# The OLQMCA After School Program

The Our Lady Queen of Martyrs Catholic Academy After School Program is an organized support program designed for working parents whose children require supervision after normal school hours. Our staff is dedicated to providing quality after-school care for OLQMCA students in the safe and familiar environment of their own school. It provides structured and friendly care which includes homework assistance, socialization, snack time, and active recreation time for all students in attendance.

From here forward the Our Lady Queen of Martyrs Catholic Academy After School Program will be referred to as the After School Program.

The After School Program is available to students in Pre Kindergarten – Full Day through 8<sup>th</sup> grades. It is available to students on a daily basis or based on necessity. The After School Program staff includes OLQMCA teachers, aides, and staff. It is headed by our program director, Mrs. Elizabeth McNally.

## Hours

The After School Program hours are Monday through Friday from dismissal time until 6:30 p.m. each day school is in session.

## ASP telephone Number

The OLQMCA After School Program telephone number is:  
(347) 580-3822.

## Fees/Late fees

After School Program service fees are charged at an hourly rate. Charges are as follows:

\$8.00 for one child

\$12.00 for two children

\$16.00 for three or more children

Additional fees are charged for pizza night and off-site trips.

Late fees are accrued when you arrive to pick up your child after the program closes at 6:30 p.m. You will be charged an additional \$15.00 for every fifteen minute increment you are late.

Continued late pick-ups will result in dismissal from the program.

## Billing

Invoice billing is done on a weekly basis. You will receive an invoice for your child's attendance in the program every Friday. Invoices are sent home with the youngest child in your family. Billing days run from Thursday through the following Wednesday. Payments are due the following Monday. You will receive an account statement along with each invoice. Statements include all account activity including invoices and payments. All families are required to keep current on their payments. Your child will be prohibited from attending the After School Program if you are delinquent in your payments.

## Payment

All payments are due on the Monday after invoices are distributed. You can make cash or check payments. Checks should be made out to OLQMCA. Check payments should include your child's name and grade written clearly on the front of the check. Payments should be sent in to school with your child. Send all payments in an envelope with your child's name and grade written clearly on the front of the envelope. All teachers collect office mail in the mornings. Your After School Program payment envelope will then be safely routed to the office. You may also mail in your payment to the school through your bank.

## Registration Form

All parents must complete a registration form for each student attending the ASP program. The registration forms include general and emergency information for each student.

## Attendance

All students in Pre Kindergarten – Full Day through 8<sup>th</sup> grades may attend the program. Indicate on the After School Program registration form which days your child will attend the program. If your child will not attend the After School Program on pre-set days, send in a letter with your child that day.

## Arrival Procedures

Upon class dismissal each day, any students attending the After School Program will be dismissed to the Nursery/Pre Kindergarten – Half Day classroom on the first floor. The After School Program staff will then escort students to the kitchen where Snack Time will begin.

## Departure Procedures

Parents are required to sign their child out daily on the After School Program Attendance Sheet. Students will be dismissed from the program after they are signed out by a parent or authorized person. At that point, the student is required to leave. No child will be allowed to walk home alone or leave with someone not authorized by the parent/guardian on the registration form. Additional fees will be charged when parents and students do not leave after being signed out of the program.

## Parents Entering the Building for Pick-Up

To enter the building for student pick-up, ring the bell to the left of the front doors. Then look into the camera. A staff member will answer the bell and buzz you in to enter the building. Please proceed down to the kitchen to sign out your child from the After School Program.

## Daily Activities

The daily schedule for the After School Program is generally as follows:

Dismissal – 3:05 p.m. - - Students gather in the Nursery classroom

3:05 p.m. – 3:30 p.m. - - Snack Time in the kitchen

3:30 p.m. – 4:00 p.m. - - Play Time in the yard or in the gym on cold or inclement weather days

4:00 p.m. – 6:30 p.m. - - Homework Time

Pre Kindergarten – Full Day and Kindergarten students do homework in the K2 classroom.

1<sup>st</sup> grade, 2<sup>nd</sup> grade, and 3<sup>rd</sup> grade students do homework in the K1 classroom.

4<sup>th</sup> grade through 8<sup>th</sup> grade students do homework in the kitchen.

Since each student completes homework at his/her own pace, all students are required to read or study quietly when they are done with homework. This ensures that all students are able to complete homework in a quiet environment. Each student must bring his/her own book to the After School Program.

## Sign in/out

All students must be signed-out of the program on the After School Program Attendance sheet. The After School Program Attendance sheet is located on a table in the kitchen.

The sign-out procedures are as follows:

Find your child's name on the Attendance Sheet.

Write the pick-up time in the Sign-Out box to the right of your child's name.

Sign your name in the Parent's Signature box to the right of the Sign-Out box.

All students who are signed out of the program must leave at that time. Any unfinished homework can be completed at home. Parents are billed for any additional time a student stays in the program. Departure times will then be adjusted to reflect the actual time the student leaves the building.

## Pick up list for student

Anyone authorized to pick-up your child from the After School Program must be listed on your registration form.

# Rules

The After School Program is an extension of Our Lady Queen of Martyrs Catholic Academy. All students should:

- exemplify a model of respect and cooperation
- respect and obey the directions of the school personnel
- be courteous to staff and fellow students
- use good manners at all times
- be prepared for homework

In the event that a student misbehaves, he/she will be put in time-out. All behavioral infractions will be noted in the After School Program Behavior Log. Adults responsible for pick-up will have to sign the log upon arrival. Parents will be notified of serious behavioral infractions in writing. Repeated instances of prohibited behavior will result in further action, including possible suspension from the After School Program.

## Homework Guidelines

Homework is done during Homework Time. During Homework Time, help is given to all students who require assistance in understanding and completing given homework assignments. Homework that has been checked for completion is initialed by the After School Program staff. Students and parents are responsible for checking homework for accuracy and completion when students get home.

All students are responsible for and must have:

- a written copy of the day's homework assignment
- the necessary books to complete homework
- pencils, pens, and any other supplies needed to complete homework
- a book to read upon completing homework
- all books/supplies they bring to the program

No student is allowed to return to a classroom to retrieve any forgotten books or supplies.

## Leaving books at school

Students are allowed to leave heavy textbooks on the After School Program bookshelf. It is the responsibility of the student to pick-up all textbooks on the following morning before classes begin.

## Snacks

The After School Program provides a snack to students who are in attendance during Snack Time. Snack Time is between 3:05 p.m. until 3:30 p.m. in the kitchen. Snacks include one drink and one snack item. Our snack assortment includes items such as: milk, chocolate milk, apple juice, water, lemonade, iced tea, Sunny D orange drink, yogurt, string cheese, crackers, cookies, cake, fruit, chips, and pretzels.

Outside snacks are only permitted when a student has allergies and is unable to eat or drink the snacks provided by the After School Program.

## Pizza Night

Wednesday is Pizza Night at the After School Program. Between 5:00 p.m. and 5:15 p.m. homework stops and students have pizza and a soft drink. There is an additional fee for this service.

The fees are:

\$4.00 - - Pizza and drink (per student)

\$2.00 - - Additional pizza slice and drink (per student)

## Recreation Time

Students enjoy a chance to play with their fellow schoolmates each day. In general, Recreation Time hours are between 3:30 p.m. and 4:00 p.m. on Mondays through Thursdays. On Fridays, Recreation Time begins at 3:30 p.m. and continues until pick-up time.

If students have homework on Friday, Recreation Time begins when homework is completed. Recreation Time includes an assortment of activities such as: basketball, ball playing, Lego's, dolls, games, board games, jumping rope, etc. Students usually play in the yard, but will play in the gym during cold or inclement weather.

All OLQMCA rules apply during After School Program hours.

## Late Pick-Up

In the event that you're running late when picking up your child, please call no later than 6:00 p.m. to inform the After School Program staff that you will be late. The OLQMCA After School Program telephone number is (347) 580-3822.

## Medical Emergencies

In the event of any medical emergencies, families will be notified.

# Signature Agreement Page for Parents and Students

I have read and agree to the conditions of the OLQMCA After School Program rules and regulations stated in this document.

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Student's signature

Date

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Student's signature

Date

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Student's signature

Date

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Parent's signature

Date

# OLQMCA AFTER SCHOOL PROGRAM REGISTRATION FORM

Please print all information.

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_

Address \_\_\_\_\_

Allergies \_\_\_\_\_

Known Medications \_\_\_\_\_

Mother's Cell # \_\_\_\_\_

Mother's Work # \_\_\_\_\_

Father's Cell # \_\_\_\_\_

Father's Work # \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Emergency Contact # \_\_\_\_\_

Student's Name \_\_\_\_\_

Student's Grade \_\_\_\_\_

I give the following person permission to pick-up my child from the OLQMCA After School Program:

Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Cell # \_\_\_\_\_

Parent's Signature \_\_\_\_\_

I give the following person permission to pick-up my child from the OLQMCA After School Program:

Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Cell # \_\_\_\_\_

Parent's Signature \_\_\_\_\_