

## The OLQMCA After School Program

The Our Lady Queen of Martyrs Catholic Academy After School Program (ASP) 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 supervision, 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 PK3 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 PM each day school is in session. In the event that the After School Program is canceled, parents will be notified via OLQMCA's alert system.

## Service 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

Late fees are accrued when you arrive to pick up your child after the program closes at 6:30 PM. 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 on Friday of each week. Invoices are posted to your FACTS Incidental Expenses account. Billing days run from Thursday through the following Wednesday. Payments are due ten days after invoices are posted. 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 ten days after invoices are posted in FACTS.

## Registration Forms

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

## Attendance

All students in PK3 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 attend the After School Program on a day he/she does not usually attend, send in a letter with your child stating you would like him/her to attend on that day. Also, 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

Younger students will be dismissed to a classroom on the 1st floor. Upon class dismissal each day, 3rd - 8th students attending the After School Program will be dismissed to the gym.

## Departure Procedures

Parents are required to sign their child out each day 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

For student pick-up, go to the Austin Street door. Ring the bell to the left of the front doors. Our security staff will answer the bell and your child will be brought down to the front door to you.

## Daily Activities

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

Dismissal – 3:05 p.m. - - Students gather in a classroom or the gym

3:05 p.m. – 3:30 p.m. - - Snack Time

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

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 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.

## Snacks

Snack Time is between 3:05 p.m. until 3:30 p.m. OLQMCA will not provide snacks for students. Each student should bring their own snacks and drinks. Snacks containing are not allowed.



## 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. Please call the school or email Mrs. McNally at [lmcnally@olqmca.org](mailto:lmcnally@olqmca.org)

## 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.

---

Student's signature

Date

---

Student's signature

Date

---

Student's signature

Date

---

Parent's signature

Date

# OLQMCA AFTER SCHOOL PROGRAM REGISTRATION FORM

Please print clearly.

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 \_\_\_\_\_