



Holy Family Parish  
Our Lady of Fatima School  
After School Program

Our Lady of Fatima School continues its After School program for the 2021-2022 school year. All students enrolled in Our Lady of Fatima School grades TK-8 are eligible to participate in this program. Our goal is to provide a safe and quiet, organized and caring environment for your child after the regular school day has ended. The staff of the program works together with the school to ensure that the philosophy and rules for the school are consistent with the After School program.

**Early Release After School Program 12:00-3:00**

All children staying on early release days will be billed \$5.00 per child.

Any child that is not enrolled in our monthly program will be billed accordingly

Early release days \$5.00 per child

3:00-6:00 p.m. \$10.00 per hour or any portion of an hour, per child

**Extended After School Hours:**

1. Extended after school hours are Monday-Friday 3:00 to 6:00 p.m.
2. Our extended after school program ends promptly at 6:00 p.m.
3. An extra charge of \$1.00 per minute, per child will be assessed for any child picked up after 6:00 p.m. This fee will be added to your daycare bill. Parents who consistently arrive late, three times during the year will be dropped from the program.

**Fees:**

Full time registration fees: \$35.00 per family non-refundable registration fee.

<b>Full time students:</b>	1 child	\$155.00 per month
	2 children	\$255.00 per month
	3 children or more	\$355.00 per month

Fee for full time students is prorated for the short months of Dec., April and June.

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**Overflow:** \$10.00 per hour, per child

Our overflow program is provided for the occasional use of families who are not registered for the after school program. The fee is per hour and is charged for any full hour or portion thereof that the student is in our care. We do stress occasional use.

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**Additional Fees**

The school has the right to place into our extended after school program any student or students found on any part of the campus or in any dangerous area around the school who are not under the direct supervision of a school sponsored program. There is an additional flat fee charge of \$10.00 per hour/student, for any student who has not signed in to the after school program. This applies to regular school days and early release.

### **Payment Policies**

1. All fees for full time After School and Early Release Tuesday programs are due at the beginning of the month. No family will be allowed to fall more than one month behind in payments. Attendance will be refused until payments are current.
2. If your child is registered for the full time after school or Early Release Tuesday programs and your child misses some days, the full fee will be charged, days missed will not be credited.
3. All full time after school or Early Release Tuesday program payments must be made to Our Lady of Fatima School. Payments for overflow will be accepted in the form of check or money order only. There will be a \$25.00 service charge for each returned check. After one returned check, your checks will not be accepted and you will need to make all future payments with money order.
4. All fees are non-refundable.
5. If you wish to cancel the After School full time or Early Release programs for your child/ren, please contact the business office.

### **Policies**

1. To ensure the safety of each child, a parent, legal guardian, or authorized adult (18 years of age or older) indicated on the child's After School release authorization form, must sign their child out daily. Phone calls/messages to release your child are not permitted. Your child will not be released to anyone who is not listed on the emergency form.
2. Your child will participate in the following: homework, drawing, games, free play, and movies.
3. Be sure to provide your child/ren with a snack and drink for the afternoon. All students are allowed to have a water bottle throughout the day. You must send a lunch or purchase from the school lunch program for Early Release Tuesday if you will be using the after school program.
4. Your child is fully responsible for any items that he/she brings to the after school program. Please make sure all items are clearly labeled.
5. We cannot administer any medication. If your child needs medication they must have an Our Lady of Fatima medication form on file in the after school program. Please obtain one from the office.
6. All children will be responsible for the clean-up of items used. Parents or legal guardians will be held responsible for the misuse of the property and play equipment used by their child/ren. Should it be necessary, the parent or guardian will be responsible for the cost or the replacement of damaged property or play equipment.
7. If your child/ren becomes ill you will be contacted to come and pick up your child immediately. Please be sure to keep all phone numbers updated. If you cannot be reached, we will contact someone on your authorization list.
8. Parents will be notified if there is a behavior problem with your child. Children who have trouble complying with the rules will be required to have a conference with the principal and the After

School program staff. If the behavior does not improve, your child will be dismissed from the program.

9. Children enrolled in the full time after school program who are participating in other after-school activities must first report to and sign in at the after school program. The child must return to the after school program following completion of the activity.
10. OLF After School program is not a daycare. Our program is an extension of the school day. Should you need verification of enrollment of your child in the After School program, a written request is required, this request must be submitted to the school office. Verification will be given within one week of the receipt of the written request and only to those enrolled in the full time program.