

# Our Lady of Victory

After School Program Handbook



# PHILOSOPHY OF OUR LADY OF VICTORY AFTER SCHOOL PROGRAM

Our Lady of Victory After School Program focuses on enabling children to discover their world through exploration, sensory experiences, and a gradual growth in readiness. A very important aspect of the program is to impart the Gospel values of faith, hope, love, reconciliation, service, courage, and justice by simple concrete activities. These young children will be taught reverence for people and the things God created in a loving Christian atmosphere.

The overall program will provide a safe and nurturing environment promoting the physical, social, emotional, and cognitive development of young children. Children will be enriched and grow into fullness of life through activities appropriate to their stage of development.

## ELIGIBILITY FOR AFTER SCHOOL PROGRAM

All children ages three and up who are toilet trained, who do not require one-on-one supervision and are enrolled in Our Lady of Victory can attend Our Lady of Victory After School Program. Our Lady of Victory Summer Camp is open to those attending Our Lady of Victory as well as the public. If a child is entering our fall 3K program and has a summer birthday they are still eligible to attend our Summer Camp as long as they are fully potty trained.

## AFTER SCHOOL PROGRAM HOURS

The Early Childhood Center (After School Program) opens every day when in session at 7:00 a.m. and closes at 5:30 p.m.



# HOLIDAYS

After School Program will be closed the following holidays every year:

- Labor Day
- The **DAY BEFORE** Thanksgiving
- Thanksgiving
- The **DAY AFTER** Thanksgiving
- **CHRISTMAS BREAK** – see break schedule below
- **CLOSE EARLY** at 12:30 p.m. on Friday, February **(TBD)**
- The **FRIDAY** of Spring Break
- Good Friday
- The **MONDAY** after Easter
- Memorial Day
- July 4<sup>th</sup>
- \*A **week before school** starts in August for teachers to prepare classrooms\*

**Parents please be advised for 2018 Christmas break we will be closed**

- **Monday, December 24<sup>th</sup> – Tuesday, January 1<sup>st</sup>.**

Our Lady of Victory After School Program **reserves the right** to make any additional closure dates throughout the year.

It is not cost effective for After School Program to remain open anytime during the holidays if less than 10 children are signed up for care. Parents will need to make other arrangements if necessary. After School Program Director will notify parents on the child's sign out card if center will be closed.

Any days that Our Lady of Victory School is closed and After School Program is open, there will be a sign-up sheet placed out the week prior to closure day to sign your child/ren up if they will be needing care for a non-school day.

Parents are solely responsible for signing their child up for care. Any child not signed up by the given deadline is not guaranteed a spot for care that day.

**The After School Program reserves the right to refuse care to any child not signed up for a non-school day.**

# DISCIPLINE POLICY

Our Lady of Victory After School Program discipline policy allows a child to grow socially, morally, spiritually and emotionally. The program followed strives to develop Christian values in young children especially guiding them to be respectful and accepting of each other. It is important that caregivers, along with parents, begin helping these young children accept responsibility for their actions. The disciplinary guidelines in place are there to encourage a child to grow in maturity and self-discipline.

Any of the following procedures will be followed for correcting student's misbehaviors:

- Child is taken aside and misbehavior is discussed
- Child sits near the caregiver
- Caregiver provides alternate activity for the child
- Child is placed in "thinking chair" for short period of time
- Caregiver reinforces good behavior
- If misbehavior is still occurring, child is sent to speak with the Director
- Director communicates with parent(s) regarding persistent behavior problems

If the misbehavior continues the Director will contact the parents and set up a conference time to meet. The Director, caregiver, and parents will work together to change the behavior of the child.

The following procedure may be used by either Director or School Administrator:

- A formal conference will be held between the parties involved to explore solutions to the behavioral problem
- If child is a distraction to student learning, poses a threat of hurting themselves or others, the parent will be called and asked to pick up their child for the rest of the day
- If no improvement occurs, then the child may be asked to leave After School Program permanently. This decision is made by the Director and School Administrator and their decision is final.

# DISMISSAL FROM AFTER SCHOOL PROGRAM

Dismissal is a serious matter and is invoked only as a last resort. Normally it will follow after a series of offenses or behavior of grave significance. A child may be removed from the program if:

- Policies stated in the handbook are continually disregarded by parent or child
- Abusive language or threats are made by a parent or child to other children or caregivers
- The child poses a threat to self, caregiver, or other children

**Our Lady of Victory After School Program Director reserves the right to dismiss any family whose attitude and conduct adversely affects the program.**

## TUITION

A regular After School Program child is defined as a child who comes to care four or more times a week. A drop in is defined as a child who comes less than three times per week. **A full time enrolled student is required to make payments even if the child is not attending care.**

If you no longer need care; withdrawal forms are located in the Early Childhood Center office and must be filled out in order to avoid being charged the weekly rate.

## VACATION

Children who are enrolled as full time status starting in August through May are allowed 3 weeks of vacation time during that calendar year. Vacation weeks are taken at a reduced rate of one-half the weekly After School Program rate.

Children who use care full time during Summer Camp are allowed 2 weeks of vacation time during June to mid-August. Vacation weeks are taken at a reduced rate of one-half the weekly summer camp rate.

Vacation time must be taken in 5 day intervals and cannot accrue from year to year.

— ❖ —  
A CHILD HAS A SPECIAL WAY,  
❖ of adding joy ❖  
*to every day!*  
— ❖ —

# PAYMENTS

Payments are due weekly and are to be made on Monday of each week. You may pay in advance if you wish. **A \$20.00 fee will be applied to all returned checks.**

Accounts that are delinquent in payment will be charged a late fee of \$30.00 a week until balance is paid. **Accounts that are delinquent will not be allowed to enroll in Our Lady of Victory Summer Camp and/or attend the After School Program the following year.**

## SCHOOL YEAR RATES:

\$35.00 After School Program registration fee is required per child for the school year and is to be paid at school registration.

3K:	ALL WEEK	\$60.00
3K:	Drop In	\$20.00 (per day)
4K:	ALL WEEK	\$60.00
4K:	Drop In	\$20.00 (per day)
5K-5 <sup>th</sup> :	ALL WEEK	\$50.00
6 <sup>th</sup> -8 <sup>th</sup> :	ALL WEEK	\$35.00
5K-8 <sup>th</sup> :	Drop In	\$15.00 (3:30-5:30 p.m.)
5K-8 <sup>th</sup> :	Drop In	\$20.000 (EARLY DISMISSAL DAYS)
5K-5 <sup>th</sup> :	Drop In	\$25.00 (ALL DAY CARE)

**\*\*6<sup>th</sup> – 8<sup>th</sup> graders: After Care is not available on non-school days.**

## SUMMER CARE RATES:

\$65.00 Summer Camp registration fee is required per child to attend camp and is to be paid when child is enrolled in camp.

3K-Incoming 5 <sup>th</sup> :	ALL WEEK	\$125.00
3K-Incoming 5 <sup>th</sup> :	Drop In	\$35.00 (per day)

# ARRIVAL & DEPARTURE

Parents should notify the staff person on duty of their child's arrival and departure. All children must be picked up on time. Children not picked up by 5:30 p.m. will be charged \$5.00 for overtime plus \$1.00 a minute thereafter (**per child**). **Late pick up fees must be paid in cash to After School Program Director.**

# EMERGENCY NOTIFICATION & PICK UP

After School Program requires written notification when a parent changes address, phone numbers, or working location; this information is necessary to keep the emergency notification list up to date.

**After School Program will only release children to their parents and those listed on their enrollment form.** If your child will be going home with someone listed on their enrollment form you must notify a staff person or leave written permission for them to be picked up by the person listed. The person picking up must show a valid driver's license to staff on duty.

# SEVERE WEATHER

Listen to your local radio and T.V. stations for weather announcements. Our Lady of Victory After School Program will follow all weather announcements issued by the school. If a late start is announced we will open our doors 30 minutes before school starts for example if school is to be delayed until 10 a.m. our doors will open at 9:30 a.m. If Our Lady of Victory announces school is closed due to weather we will be closed as well. We suggest you follow Our Lady of Victory Facebook page and be signed up for the After School Program Remind App.

# DRESS CODE

We encourage you to dress your child in suitable play clothes. **We ask that your child wear tennis shoes at all times.** Flip flops, open sandals, boots and crocs are a hazard for our outside playground and gym activities.

We encourage you to dress your child for all weather conditions. We will go outside daily; weather permitting.

Please refer to the "FREE DRESS" policy in the school handbook for dress code. All girls must wear shorts or bloomers under their dress and skirts.

# SICKNESS, MEDICATION & ACCIDENT REPORTS

Please notify the After School Program by 9:00 a.m. when your child is absent. In case a child becomes ill at care, the parent will be notified to make arrangements for the child to be picked up immediately.

Children with a fever of over 100.4, vomiting, or diarrhea will be isolated and sent home as soon as possible. Children must be free of all symptoms and fever free for 24 hours (without medication) before returning to school.

When medication is required during After School Program hours, it must be brought to the center in the original container. Instructions must be written on the school medication form. The medication forms are available at the reception desk. Sample medications must be accompanied by written instructions from the child's doctor. Medications will be administered by a staff member per directions.

In case of a serious medical problem, be sure to complete the form describing the child's condition and what you request the school to do in case of an accident or flare up. A conference with the child's teacher and Director is required.

**Medicines must be left with the front office staff. Medicine is not to be placed in a drink, lunch box, locker, or backpack.**

An accident report will be sent home to parents when children are injured in play related accidents. Parents will be notified by phone if a head injury, serious wound, or possible break is involved. **Parents are responsible for all medical and dental expenses incurred for their children.**

## NAP

Parents will need to provide a small kinder mat for sleeping. This is required for 3K-5K. Teachers are **requiring** that children bring the red/blue mat that folds 11" x 19" and is **5/8" or 1" x 19" x 45"**. Children may bring a **beach towel** no larger than 30" x 60" and a small travel pillow to sleep with. All items need to be marked with the child's first and last name. Washable sleeping items will be sent home every Friday to be laundered and should be brought back on Monday. Stuffed animals, lovies, special blankets, etc. are only allowed per teacher discretion.

Children are not required to sleep but are asked to lie quietly on their mats out of respect for their classmates who are sleeping.



# SNACKS & LUNCHES

Mid-morning and mid-afternoon snacks are provided by the Afterschool Program when in session. In May the After School Program Director will notify parents of designated days when snacks will need to be provided for their child.

Please inform the After School Program if your child has any allergies associated with food or special medical conditions. **Depending on the severity of the allergy, parents may need to provide snacks for their child.**

Children enrolled in the 3K & 4K After School Program may either bring a sack lunch or may purchase a lunch through our cafeteria. Parents may set up a lunch account for their child through our cafeteria program known as MySchool Bucks.

On **EARLY DISMISSAL** and **NON-SCHOOL** days, parents are responsible for providing a sack lunch and a drink if their child/ren will be staying for care. Please do not pack anything that needs to be microwaved. **Child may not be dropped off at the After School Program without a lunch.** The first time a warning phone call will be made to bring the child a lunch. Any occurrences after will result in parent being called to pick up their child for the day. If repeat occurrences continue child will not be allowed to participate in Early Dismissal and Non-School After Care.

# CHANGE OF CLOTHES

Messy art work and potty accidents happen. We ask that you please bring at least 2 sets of underwear, socks, and outfits in a ziploc bag labeled with your child's name to be kept in the classroom.

# DAMAGE TO PERSONAL ITEMS

Staff members cannot be responsible for the loss or destruction of personal toys, special items, or clothes brought to school. Although children are constantly supervised, toys or special items can be damaged or get lost.

Children are more than welcome to bring toys on non-school days. **Electronics are only allowed on EARLY DISMISSAL AND NON-SCHOOL days.** Our Lady of Victory staff is not responsible for lost or damaged items brought to the After School Program. We ask that you please mark all personal items with your child's name.

# TRANSPORTATION

Parents are responsible for transportation to and from Our Lady of Victory. No field trips are taken by the After School Program but during the summer if your child attends the Our Lady of Victory Summer Camp bus transportation will be provided by Our Lady of Victory to all field trip locations.

## PARENT ACKNOWLEDGMENT

**By signing up our child/ren to participate in the Our Lady of Victory After School Program we agree to abide by the terms and conditions stipulated above in the Our Lady of Victory After School Program Handbook.**

