

Our Lady of Victory  
After School Program/Summer Camp

Student/Parent Handbook  
2023 – 2024



# 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 years old 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. All students 3K - 8th grade may stay for care on Early Dismissal Days. Only students from 3K - 4th grade are eligible for care on Non School Days. 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 3K at Our Lady of Victory in the fall and that child 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 of Operation

The Early Childhood Center (After School Program) is open at 7:15 a.m. for before school care and closes at 5:30 p.m. every day that Our Lady of Victory School is in session.

## Arrival and Departure

Days that school is in session, 4K and 5K students are to be dropped off at the Early Childhood Center and 3K students are to be dropped off at the gym beginning at 7:15 a.m. The aides will walk the children to their classrooms. When school dismisses at 3:30 the children staying for After Care will meet at a designated spot in front of the main school office before going to the ECC. All students must be picked up from the Early Childhood Center by 5:30 p.m. Children not picked up by 5:30 p.m. will be charged a late pick-up fee of \$5.00 for the first 10 minutes of overtime plus \$1.00 a minute after that. The late pick-up fee will be automatically added to their After Care balance by the director.

# Holidays/After School Program Closures

After School Program will be closed the following holidays:

Labor Day – Monday, September 4<sup>th</sup>

Fall Break – Friday, October 27<sup>th</sup>

Thanksgiving Break – Wednesday, November 22<sup>nd</sup> – Friday, November 24<sup>th</sup>

Christmas Break – Monday, December 25<sup>th</sup> – Tuesday, January 2<sup>nd</sup>

The THURSDAY and FRIDAY of Spring Break – Thursday, March 14<sup>th</sup> and Friday, March 15<sup>th</sup>

Easter Break – Friday, March 29<sup>th</sup> – Monday, April 1<sup>st</sup>

Memorial Day – Monday, May 27<sup>th</sup>

Summer Camp Prep – Tuesday, May 28<sup>th</sup> – Friday, May 31<sup>st</sup>

Independence Day - July 4<sup>th</sup>

\*One week before school starts to allow teachers to prepare classrooms.

Our Lady of Victory After School Program reserves the right to make any additional closure dates throughout the year. All additional closures and notices will be sent to parents via email and/or the Procure messaging system.

It is not cost effective for the 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 alternate arrangements should we close due to low enrollment.

Any days that Our Lady of Victory School is closed and After Care is open, parents will be required to sign their child up for care before the deadline given, usually one week prior to the date of care. Sign up will only be done by email or through Procure messaging.

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.

# Payments

Payments may be made weekly, or monthly. Payment schedules need to be clarified with the director no later than September 1, 2023 for the 2023 – 2024 school year.

Payments may be made by cash, check and/or online through your student's Procure online account. Instructions for how to enroll in Procure are emailed to every parent prior to the first day of school. All cash payments MUST be made in an envelope marked with your student's name, the amount being paid and the date, envelopes are available in the Early Childhood Center front office. Loose cash payments will not be accepted.

If paying weekly, payments should be made either Friday afternoon or no later than 9:00 a.m. the following Monday for that week's care in order to avoid a late payment fee.

Monthly payments for full-time students will be billed the 15<sup>th</sup> of every month and must be paid by the last day of the month before the new month starts. Monthly part-time students will be billed on the last day of the month and must be paid by the 15<sup>th</sup> of the following month to avoid a late fee.

A \$20.00 fee will be applied to all returned checks. Accounts that are delinquent will be charged a late fee of \$30.00 per week until the balance is paid. Care may be refused if the account remains unpaid after 30 days and/or the delinquent account accrues a balance of \$500.00 or more. Delinquent accounts will not be eligible to enroll in either Summer Camp and/or After Care for the following year.

Families are only allowed one change regarding Full Time or Part Time care per school year.

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

## After Care Rates for 2023-2024:

Full time refers to students registered for care Monday-Friday every week. Part time refers to students registered for care up to 3 days per week but no more.

Annual registration Fee per child: \$35.00

|                        |           |   |
|------------------------|-----------|---|
| 3K:                    | Full Time | \$65.00/week                                |
| 3K:                    | Part Time | \$35.00 (per day)                           |
| 4K:                    | Full Time | \$65.00/week                                |
| 4K:                    | Part Time | \$35.00 (per day)                           |
| 5K – 5 <sup>th</sup> : | Full Time | \$55.00/week                                |
| 6th – 8th:             | Full Time | \$40.00/week                                |
| 5K – 8th:              | Part Time | \$20.00 (Regular school days 3:30 – 5:30)   |
| 5K – 8th:              | Part Time | \$25.00 (Early Dismissal Days 12:15 – 5:30) |
| 5K – 4th:              | Part Time | \$30.00 (Non School Days 7:15 – 5:30)       |

\*\*5th – 8th graders are not eligible for care on Non School Days.

## Summer Care Rates for 2023-2024

Annual registration fee per child: \$100.00

3K – Incoming 5<sup>th</sup> grade: Full Time \$125.00/week

3K – Incoming 5<sup>th</sup> grade: Part Time \$35.00 per day

\*\*Part time students may attend camp up to three days per week. Any additional days must be approved by the director.

## Vacation

Children who are enrolled as full-time status during the school year August to 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 are enrolled as full-time status during Summer Camp June to mid-August are allowed 2 weeks of vacation time. 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.

# Emergency Notification and Pick Up

Our Lady of Victory After School Program requires written notification of changes to contact information. That includes address, phone numbers, or place of work. This information is necessary to keep the emergency contact list as up to date as possible.

The After School Program will only release students to their parents/guardians and those listed on their enrollment form. If your child will be going home with someone not listed on their enrollment form, you must notify the director by email or through Procure messaging or leave written permission for them to be picked up by that person. The person picking up must show a valid ID or driver's license in order to take the child.

## Severe Weather

After School Program will follow all weather announcements issued by the main school office. If a late start is announced, we will open our doors 30 minutes prior to school starting. For example, if school will begin at 10:00 am we will open our doors at 9:30 am. If Our Lady of Victory announces school is closed due to weather, we will be closed as well. In order to stay well informed of closures follow the Our Lady of Victory Facebook page, make sure we have your most current email on file and be signed up with your Procure account to receive real time messages.

## 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 behaviors:

- Child is taken aside by caregiver and behavior is discussed
- Child sits near caregiver for a period of "thinking time"
- Caregiver will redirect the child with an alternate activity
- Caregiver reinforces good behaviors
- If misbehavior continues, the child is sent to speak with the Director
- Director will communicate persistent misbehaviors with parents. A behavior log may be implemented as a way to work with parents to pin point triggers for behaviors.

If misbehaviors continue the director will contact parents to set up a conference time to meet. The director, caregiver, parents and possibly school administrator will work together to help improve the child's behavior.

If a child poses a threat of hurting themselves or others, the parent will be contacted and asked to pick up the child for the rest of the day. If no improvement is made within a designated time period set by the director and school administration, then the child may be asked to leave After School Care permanently. This decision is made jointly by the director and school administration and this decision is final.

Dismissal from the After School Program is a serious matter and 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:

- Handbook policies are continually disregarded by child or parent
- Abusive language or threats are made to other children or caregivers by either child or parent
- The child poses a threat to self, other children or caregivers.

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

## Dress Code for Early Dismissal and Non-School Days

Students (5K & up) who stay for care are allowed to change out of their uniforms on early dismissal days provided they adhere to the Our Lady of Victory free dress policy listed in the school's handbook. Free dress is also allowed on Non-School Days. We ask that students wear tennis shoes at all times; flip flops, open sandals, boots and crocs are a hazard for outside playground and gym activities. Weather appropriate clothes are encouraged as we will go outside daily, weather permitting.

## Change of Clothes (3K – 5K)

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

## Nap (3K and 4K students only)

Parents need to provide a small kinder mat for sleeping. 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 or small blanket 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 need to be returned on Monday.

Children are not required to sleep but are asked to lie quietly on their mat as not to disturb anyone who may be sleeping.

Stuffed animals, lovies, special blankets, etc are allowed per teacher discretion.

## Snacks and Lunches

Mid-afternoon snacks are provided by the After School Program when school is in session. Mid-morning and mid-afternoon snacks will be provided by the After School Program on Non-School days. \*There will be days in May that parents will be required to provide snacks for their child, those days will be announced in the End of Year Newsletter.

3K and 4K children may either bring a sack lunch or may purchase a tray lunch through our cafeteria. Parents may set up a lunch account for their child using MySchoolBucks.

On **Early Dismissal** and **Non-School** days, parents are solely responsible for providing a sack lunch and a drink if their child/ren will be staying for care. If a child does not have a lunch on these days they may not be admitted to care until a lunch is provided, if lunch is repeatedly forgotten on these days the parent will be called to pick up the 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 be required to provide snacks for their child.**

## Sickness, Medication and Accident Reports

The After School Program will follow all procedures laid out in the Our Lady of Victory School Handbook regarding illnesses and medication administration. If a child becomes ill during After Care hours the parent will be notified to make arrangements for the child to be picked up immediately.

If medication is required during After Care hours a medication administration form must be filled out, forms are available in the Early Childhood Center office and on the school website. Medication must be brought in the original container. Medications will be administered by a staff member or the school nurse. Medications must be left in the front office with the director. Medicine is NOT to be placed in a drink, lunch box, locker or backpack.

In the case of a serious medical problem, be sure that the child's teacher, After Care Program director and school nurse are informed of the child's condition.

If a child is injured during After Care an accident report will be filled out and provided to you to sign. Parents will be notified by phone if a head injury, or serious wound occurs or a possible break is suspected. Parents are responsible for all medical and dental expenses incurred for their children.



## Personal Items and Electronics

Electronics and toys are only allowed on Early Dismissal and Non-School days.

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

We ask that you please mark all personal items with your child's first and last name.

## Transportation

Parents are responsible for transportation to and from Our Lady of Victory. Field trips are not taken by the After School Program during August – May, however if your child attends care during the summer the Our Lady of Victory school bus will be used for transportation 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.**