

Our Lady of Assumption Extension Program offers before and after school care for OLA students K-8<sup>th</sup> grade. Our program is based on care and concern for your child's needs; we strive to give your child a sense of their own worth and specialness in all aspects of living and learning. Extension operates in accordance with the philosophy and value systems of OLA School. We offer each child a variety of experiences and activities within our Catholic environment. Recreation, enrichment, faith, study, rest and relaxation, are part of each day.

### **BEFORE & AFTER SCHOOL INFORMATION**

**MORNING CARE:** We open at 7:00 a.m. Please don't bring your child in before 7:00 a.m. We may be inside before 7:00, but we will not unlock the door before 7:00. We ask that all homework be completed before attending Morning Care, the only exception is studying or recreational reading. Staff will not be available at this time to assist with any homework. Young children will be escorted to campus by a Morning Care Staff Member.

**CHECK IN PROCEDURES:** We ask that Morning Care parents (7:00 a.m. to 7:45 a.m.) sign-in their children. Staff will then check them into the afternoon care after school. Please check your child's sign in/out sheets regularly and alert the staff of any mistakes so corrections can be made.

**CHECK OUT PROCEDURES:** We are required by law to have each child signed out by the person taking responsibility of the child. Please come in and sign your child out. Be prepared to show a valid photo ID at any time. Only adults specifically designated by the parent or guardian on the Emergency Form will be allowed to transport a student from school. If a student is not signed out you will be billed for a full day of care. Students not signed in right after school and those who sign out and leave Extension to participate in on or off campus activities may not return to Extension unless prior arrangements have been made and approved by the Director and a release form is completed and signed.

There is supervision in the Cottage Way and Walnut Avenue parking lots for 15 minutes after school is dismissed. If a student is at school after this time, he or she must be in the Extension Program. The teacher supervising dismissal will escort students not picked up on a timely basis to Extension. Parents will be responsible for the cost per student and will be billed via FACTS. After the first time a parent has had to pick up their child at Extension their child will then be formally registered for Extended Care. If a student has a reason to remain at school such as tutoring, detention, scout meeting, student council meeting, sports, or some sort of supervised activity, their sibling(s) may not remain at school after school unless they are with their parents or in Extension. There is no parking lot or playground supervision after school; therefore parents must be prompt when picking up their children. Students may not leave the school grounds for lunch and return to Extension on minimum days. The purpose of the walking pass is to allow students to walk to their destination; not to allow students to wait on school grounds. When parents sign for a walking pass, they are assuming the responsibility for their child(ren) once they leave school grounds.

***\*\*\*\*Release Forms are required if your child is to move from the Extension Program to another program at OLA (ie: music, art, sports lessons)\*\*\*\****

**CELL PHONES:** Parents please leave cell phones in the car when coming in to pick up your children. Your child needs your full attention when you arrive. Thank you in advance for your cooperation.

**REGISTRATION FORM:** This form must be filled out completely, and returned before we can accept your child/children on the first day of school.

**BEHAVIOR:** It is important that both the parents and the children understand the rules at Extension. Extension must follow all guidelines in the school handbook. Enclosed you will find a list of specific Extension rules and the study hall procedures. Please review these papers with your children. If you have a question about any of these please talk to the Director. Please remind your children that profanity of any kind will not be tolerated. If a child is using profanity, he/she will be suspended from extension for at least one day. Excessive cruelty or unmerciful teasing will also be grounds for suspension. Our program is based on Christian values and we want to encourage this in the children. *Children are expected to treat staff and each other with Christian respect.*

### **POLICIES & PROCEDURES**

#### **Parent's/Guardians expectations of the program:**

##### **Parents/Guardians may expect that:**

1. Their children are cared for in a safe, supportive, and caring environment.
2. They may visit with the Director about concerns related to their child(ren) or the program.
3. They will be informed of both positive and negative behaviors of their child. When the negative behaviors cannot be resolved between the staff member and the child; the parents will be informed to help improve the situation. If the situation cannot be resolved the child(ren) may be suspended or terminated from the program.
4. The Director will regularly inform them about program activities.
5. Parents/Guardians are always welcome to visit the program.

#### **Program's expectations of the Parents/Guardians:**

##### **The program expects that parents/guardians will:**

1. Pay fees through FACTS, NO exceptions.
2. Pick up the child(ren) no later than after 6:00 pm. \$1.00 per minute per child will be charged per child
3. Pay attention to any communication from the Director, i.e. newsletter, calendars, and website updates.
4. Comply with policies stated in the OLA Handbook and Extension Policies.
5. Sign their child(ren) out daily.

### **Children's expectations of the program**

1. To have a safe, supportive and consistent environment.
2. To use all program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair.
5. To receive care from staff members who are actively involved with them.

### **Program's expectation of the Children**

1. Be responsible for their actions.
2. Respect school rules, Extension, and supervisor's rules at all times.
3. Respect staff, peers, and equipment.
4. Remain with the group at all times.
5. Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.
6. Check in to After School Program **IMMEDIATELY** after school.

### **Behavior Policies**

The following procedures will be followed if an act of discipline is required:

1. Verbal warning.
2. Time out to observe appropriate behavior and think about actions.
3. Change of stations, possible suspension from stations for a day or week, and discussion with parents.
4. If problem persists, the parent/guardian will be called and expected to pick up the child, possible suspension from the program.
5. Termination from the program.

*We also adhere to all the school rules and parent handbook.*

**HOMEWORK/STUDY HALL:** Students will be asked to show our Study Hall Supervisor their homework assignment notebook. Before leaving Study Hall, they must show their finished work to the Study Hall Supervisor. Parents will be notified if their child/children have a behavior problem or do not come to Study Hall with all their work and supplies. Children are required to do all written assignments before they go out to play. They are welcome to stay and study quietly until 5:00 when we close Study Hall. In addition, your child must have written permission to skip homework time. ***Please remember it is up to you to check your child/children's homework each night.*** Our Study Hall supervisors are there to help when asked, but they are not personal tutors. They will quickly check homework to see if it is complete and if they see a mistake, they will have them correct it. ***However, not every problem or sentence will be checked. Please review your child(ren)'s homework once you get home.***

**FINANCIAL ARRANGEMENTS:** You will be billed for time used in the first week of the following month thru FACTS. Billing is processed in accordance to the sign in sheets and the fees should match fees paid. All billing transactions will be processed on FACTS. No cash will be accepted. There will be one account per child. Any split program costs are the sole responsibility of the parent(s). OLA will not bill or collect separately.

**A FEW NOTES AND REMINDERS:**

**Be sure your children have their names on everything: backpacks, books, lunches, and all clothing including socks and underwear.**

**Please be sure and send a healthy lunch on all minimum days.** Include a drink in their lunch because we do not have milk. Please do not send anything that requires preparation.

**Older children, who leave the school grounds using their walking pass, may not return to Extension.**

**\*This information about OLA Extension can be found on OLA website under the Extension tab.\***

