

MEMORANDUM

DATE: September 7, 2023

FROM: Jeannine Roland

RE: **BEFORE CARE / AFTER CARE PROGRAMS**

• Welcome back Students and Parents!

We are pleased to announce that we are once again offering **Before Care and After Care Programs** for the 2023-2024 school year beginning **Monday, September 11, 2023**. **These Programs are available to OLSS Students only.**

BEFORE CARE

- Available to Kindergarten through Grade 8
- Fee - \$5.00 per day per child

AFTER CARE

- Available to Pre-k 4 through Grade 8
- Hours of operation are from 2:40-6:00 p.m.
- A snack may be provided by the parents

(Please note: Pre-k 4 will begin on Tuesday, September 19th)

Sessions will be held daily unless otherwise noted on calendar.

Fee schedule is as follows:

FULL DAYS OF SCHOOL

Number of Children	Pick up by 4:00 p.m.	Pick up after 4:00
1	\$15	\$20
2	\$20	\$25
3	\$25	\$30

HALF DAYS OF SCHOOL

Number of Children	Pick up by 2:00 p.m.	Pick up after 2:00
1	\$15	\$25
2	\$20	\$30
3	\$25	\$35

Children who are not picked up by the close of the PM session (6:00 p.m.) must adhere to the following:

1st Occurrence: Written warning with signature required stating that parent is aware of the hours of operation

2nd Occurrence: An additional fee of \$15 per child will be incurred, as well as a written notice for possible denial of the extended day services

3rd Occurrence: Parent forfeits the right to avail themselves of the extended day program for a period of time determined after a conference with the Principal or Assistant Principal of OLSS.

Students will only be released to a parent. If anyone other than a parent is picking up your child(ren), please be sure to notify both your child's teacher AND the office in writing. The same protocol must be followed if your child will not be attending on a scheduled day.

If you are interested in enrolling your child, please note the following:

- Read the 2023-2024 After School Center Parent Handbook, sign, and return acknowledgement form
- Sign and return the 2023-2024 After School Registration and Emergency Form
- Complete the monthly calendar and note the days attending Before and/or After Care
- Include payment (CHECK PAYMENT PREFERRED)

If you have any questions regarding these programs, please contact Daniela Vergona directly.

This program has been developed as part of a continuing effort to provide quality service for the families of our OLSS school community. Your cooperation is necessary for successful management of this program.

Wishing you and your child a wonderful, prosperous school year!

Our Lady Star of the Sea
AFTER SCHOOL CENTER
PARENT HANDBOOK
2023-2024

PHILOSOPHY

The After School Center strives to construct an enjoyable atmosphere where students may engage in activities and homework time. Homework completed at the Center does not replace the responsibility of the student and parent to check for completeness and accuracy of written and study assignments.

ADMISSION POLICIES

Admission to the program is open only to students of Our Lady Star of the Sea School in Grades PreK4 -8. Students are registered on a monthly basis, one week prior to the beginning of the new month. A calendar for the upcoming month will be sent home and must be returned with payment before the month begins. You must use the form provided by the school indicating pick-up time. Parents are to indicate the days of the month on which they will make use of the Center. A fees are according to schedule provided in attached letter.

In case of extended illness, where the child is unable to attend the Center, consideration will be given to refunds or credits. As a courtesy we do provide credits that can be carried over for days missed except for the month of June. However it is your responsibility to keep track of credits. This is a non-refundable program.

DAILY RELEASE

Children will be released through the main doors (please ring doorbell) only to parents or to an individual who has been authorized by the parents in writing to pick up the child. Photo ID will be required.

****Please note: An additional fee of \$15 will be charged for late pickups. Parents who are late in picking up their children after 6PM in excess of three (3) times will be asked to leave the program.***

DISCIPLINE CODE

Every child is expected to abide by the rules of the Center, respect the staff members, other students, and all property. If a child consistently violates these standards, the parents will be called in for a conference. Should the problem continue, a second conference will be called, and at that time, the child may be dismissed from the program.

AFTER SCHOOL CENTER RULES

1. Each child is expected to participate in all activities to the best of his/her abilities.
2. No child is to leave the after school area without expressed permission.
3. No foul language or profanity will be tolerated.
4. No biting, pinching, hitting, kicking or bodily harm to another individual will be tolerated.
5. Running in the rooms, halls, bathrooms, or down steps is dangerous and cannot be permitted.
6. Each child will be expected to help clean up his/her toys, crafts supplies, and to generally straighten the room.

EMERGENCY PROCEDURES

In the event that a child becomes sick or is injured, parents must provide either a home or work phone number where they can be contacted. If the parent cannot be reached, emergency contacts indicated by the parent on the registration form will be notified. A minimum of 2 emergency contacts should be provided. If for some reason parents need to contact us at the Center, the phone number is (718) 966-4082.

EMERGENCY CLOSINGS:

Unforeseen circumstances may necessitate the closing of the program prior to its 6PM scheduled time. Therefore, an emergency form for each child must be completed. The form must contain the names and phone numbers of people living on Staten Island who would be able to pick up in the event of an emergency closing. Failure to comply with this requirement would result in the child not being able to attend the after school program.

SINGLE PARENT/OTHER RELATIVE CONSIDERATIONS

At the time of registration, parents should make clear to the staff when, and if ever, a child should be released to a non-custodial parent.

SCHOOL'S RIGHT TO AMEND

The Center reserves the right to amend the handbook for just cause. Parents will be promptly notified in writing if changes are made.

BOUNCED CHECKS It is your responsibility to contact the After School staff in the event of a bounced check. There is a \$15 fee charged for any bounced check and repayment must be made in cash, bank check or money order. If more than one personal check bounces during the year, we will not accept your personal checks for any payments made to the After School Center.

PARENTAL AGREEMENT

After reading the handbook, please sign the attached form and return.

I have read the Parent Handbook of Our Lady Star of the Sea After School Center (2022-2023) and agree to be governed by it.

Parent/Guardian

Date

Parent/Guardian

Date

Name and Class of Child/Children

Child

Class

Child

Class

Child

Class

Child

Class

**AFTER SCHOOL REGISTRATION and EMERGENCY FORM
(2023-2024)**

Child's Name _____

Address _____ Phone _____

Mother's Name _____

Business Phone _____ Cell phone _____

Father's Name _____

Business Phone _____ Cell phone _____

In cases of emergency, either or both parents would be contacted. However, it is necessary for you to list two additional adults who might also be contacted if parents cannot be reached.

Name _____ Relationship _____

Address _____ Phone _____

Name: _____ Relationship _____

Address _____ Phone _____

Does your child have any allergies, physical disabilities, handicaps, etc. that would be helpful for our staff to know about? Is Epipen needed? _____

Children will be released only to parents or to an individual who has been authorized by the parents in writing to pick up the child. Each child must be signed out each day by an authorized adult. You may indicate at this time the names of any adults that you authorize to pick up your child. I hereby authorize the following adult (s) to pick up my child from the OLSS After School Center:

Parent's Signature _____

Month: September 2023

SUN MON TUE WED THU FRI SAT

3	4	5	6	7	8	9
10	BEFORE / AFTER CARE Begins		12	13	14	EARLY DISMISSAL
11	18	19	20	21	22	23
24	25	26	27	28	29	30

NO
School