

Queen of Heaven School
Before & After School Program
Policies, Procedures and Registration for 2023 – 2024

Hours of Operation:

Before School Program:

(located in the Gym)

- Students may be dropped off as early as 7:00 AM.
- A \$2.00 charge will be assessed for students arriving between 7:00 AM – 7:30 AM.

After School Program:

(located in the Church Hall)

1. **Pre-K:** 2:00 – 5:45 PM: students are escorted to the program either by a teacher or teacher's aide.
2. **Kindergarten:** 2:30 – 5:45 PM: students are escorted by a teacher or teacher's aide.
3. **Grades 1 – 8:** 2:45 – 5:45 PM students are called at dismissal and will proceed to the program to be checked in.

** There is NO after school program on Snow days, early dismissal days, and when the school is closed.**

Pick Up Policy:

- Children will not be released to anyone who is not on the authorization form.
- Authorized people to pick up students, other than a parent, **MUST** have I.D. present to show staff members.
- Children **MUST** be picked up **NO LATER** than 5:45 PM or a late charge of \$15.00 will be charged for every additional 15 minutes past the pickup time.
- All parents must come to the glass church doors, once inside ring the door buzzer, identify yourself and wait to be buzzed in.
- **DO NOT** use the main school doors for pick-up after 3:00 PM.

Attendance:

- If an additional day is required for after school care, a **written** notification is needed for both the student's teacher and Mrs. Boyd.
- If changes to a child's regular schedule are needed, **written** notification is needed for both the student's teacher and Mrs. Boyd.

Fees:

(billing is calculated to the nearest half hour)

- 1 child - \$8.00 /hour
 - 2 children - \$10.00/hour
 - 3 children or more - \$12.00/hour
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- Bills for the month will be sent at the end of the month and are due **NO LATER** than 10 business days.
 - **ALL** payments **MUST** be made by check or money order payable to Queen of Heaven. (*PLEASE include your ID# on all checks.*)
 - A late fee of \$20.00 will be charged for payments not made in a timely manner.
 - If your account is 2 weeks past due, your child will not be allowed to return to the program until the account is made current.)

Snack Rates

(billed by trimester & a separate check made out to Queen of Heaven)

- Attendance 4 - 5 days: 1 child \$40/per trimester OR 2 or more children \$50/per trimester
- Attendance 2 - 3 days: 1 child \$35/per trimester OR 2 or more children \$40/per trimester
- Attendance 1 day or as needed: 1 child \$30/per trimester OR 2 or more children \$30/ trimester

● **NO OUTSIDE SNACKS ARE ALLOWED DUE TO ALLERGIES**

IMPORTANT INFORMATION:

- **ALL** students must have the registration forms on file in order to utilize the Before/After School Program at Queen of Heaven School.
- Please save your monthly statements as we **DO NOT** send end of year statements.
- Taxpayers using form 2333 to claim child care expenses should insert "**tax exempt**" for EIN number.

*** Please keep for your records***

**Queen of Heaven
Before & After School Registration Form
2023 - 2024**

ID# _____

FAMILY NAME _____ Phone# (H) _____ Cell# _____

Child's Name _____ Gr ____ Food Allergies/Limitations _____

Child's Name _____ Gr ____ Food Allergies/Limitations _____

Child's Name _____ Gr ____ Food Allergies/Limitations _____

Days Needed: (Days are flexible if needed)

Any changes needed to your child(ren)'s schedule needs to be in WRITING to your child(ren)'s teacher and to the School office.

Authorized to pick up child(ren) *PLEASE* include yourself. Anyone authorized to pick up **MUST** have ID.

NAME (Please Print)	PHONE NUMBER	RELATIONSHIP
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Emergency Contacts (PLEASE PRINT)

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

I would like my child to work on homework in the After School Program ____ YES ____ NO

(If so, a quiet area will be provided for homework to be completed.)

PARENT SIGNATURE _____ Date _____

Please Print Name



Sign up for important updates from K. Boyd.

Get information for Queen Of Heaven Elementary School right on your phone—not on handouts.

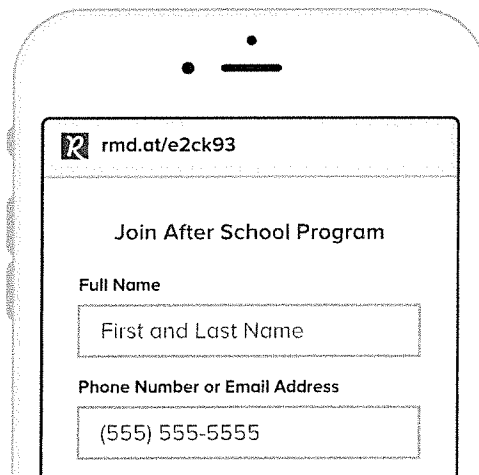
Pick a way to receive messages for **After School Program**:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/e2ck93

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

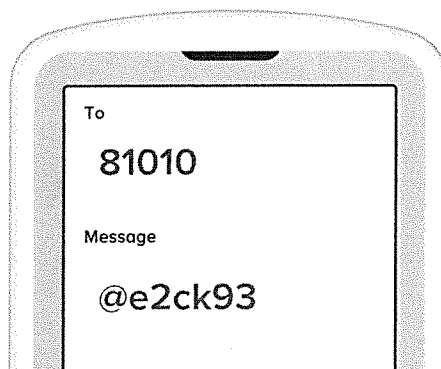


B If you don't have a smartphone, get text notifications.

Text the message @e2ck93 to the number 81010.

If you're having trouble with 81010, try texting @e2ck93 to (757) 337-4602.

** Standard text message rates apply.*



Don't have a mobile phone? Go to rmd.at/e2ck93 on a desktop computer to sign up for email notifications.