

## Queen of Heaven School

### Before & After School Program

#### Policies, Procedures and Registration for 2020 – 2021

#### Hours of Operation:

#### Before School Program:

(located in the Parish Center/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: 2:15 – 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.

- If you need to contact the program after 2:45 PM please call 544-1939.

#### Attendance:

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

#### 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
  
- 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

#### 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.

Queen of Heaven  
Before & After School Registration Form  
2020 - 2021

ID# \_\_\_\_\_

FAMILY NAME \_\_\_\_\_ Phone# (H) \_\_\_\_\_ © \_\_\_\_\_

Child(ren) Name \_\_\_\_\_ Grade \_\_\_\_ Food Allergies/Limitations \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_ Food Allergies/Limitations \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_ 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 Mrs. Walsh.

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

NAME	PHONE NUMBER	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

Emergency Contacts:

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 \_\_\_\_\_

