

**OUR LADY OF
FATIMA SCHOOL**

**Pre-K3-8th Grade
After School Care
Handbook**



Our Lady of Fatima School After School Care Program Handbook 2021-2022 School Year

Dear Parents,

The following material is presented as an addition to the regular Parent/Student Handbook. All rules, regulations and policies in the school handbook will apply to After School Care. We have included valuable information for your child's safety and the basic operation of the program. We welcome your suggestions and we will all work together to make this a worthwhile experience.

Sincerely,

Gisele Dugas, ASC Manager
gdugas@olf.org

IMPORTANT

ASC Telephones from 3:00-5:00 PM

PK3 & PK4- 337-261-5021 Taffy Veron tveron@olf.org

K & 1st- 337-266-4786 Kathy Donatto kdonatto@olf.org

2nd-8th- 337-235-2296 Michelle Guidry mguidry@olf.org

The staff will accompany students to the front of school at 5:15 PM

After School Care ends at 5:30 PM

A late fee will be assessed after 5:30 PM

Special Provisions

In cases which appear to be minor, first aid will be administered.

In cases which appear to be serious, the manager will carry out the instructions as stated in the parent/student handbook.

Parents will be expected to take sick children home.

In the event the contact number for the student can't be reached, the ASC manager will take necessary measures to provide the best care for the ill/injured child.

Snacks

Snacks will be served daily from 3:00-3:15 PM

A modest second snack is served at 4:00 PM

Snacks from home are permitted, but candy and peanut products are not allowed.

Homework Club

Certified Fatima teachers will assist 1st-8th graders with homework on Monday, Tuesday, Wednesday, and Thursday during After School Care.

Toys

Toys are permitted from home DAILY in grades PK3-1st. One or two small toys are acceptable. Electronic toys **are not** permitted. The privilege of bringing toys will be lost when students/parents do not adhere to the policy.

Toys from home are permitted in grades 2-8 on FRIDAY ONLY.

The staff is not responsible for lost/broken toys.

Fees and Pickups

The program is entirely financed by monthly installment fees. Regular and prompt payment will assure the continuation of personnel and provision of ample supplies, equipment, and snacks. All billing and payments will be through FACTS.

Fee Schedule

ASC early registration is in January and a \$25.00 registration fee per family is due at that time.

| Rates/Month | Full-Time | Part-Time 3 days | Part-Time 2 days | Part-Time 1 day |
|-------------|-----------|---------------------|---------------------|--------------------|
| 1 child | \$130.00 | \$95.00 | \$64.00 | \$32.00 |
| 2 children | \$210.00 | \$170.00 | \$126.00 | \$64.00 |
| 3 children | \$270.00 | \$255.00 | \$186.00 | \$96.00 |
| 4 children | \$330.00 | \$316.00 | \$244.00 | \$128.00 |

You may pay by the year or in ten installments for August-May.

All billing and payments will be through FACTS.

You will be billed monthly, August through May.

Judi Lucito handles billing via your Renweb account.

Contact Judi Lucito at jlucito@olf.org for billing questions/changes

Prepaid Cash Discount Plan (\$50 discount with annual payment)

\$1,250.00 a year for one child

\$2,050.00 a year for two children

\$2,650.00 a year for three children

Prepaid Plan due by August 30

Drop ins must email manager before attending at gdugas@olf.org

Registration form and \$25.00 fee required for drop-in

Drop-in Fees

\$20.00- 1 child

\$40.00- 2 children

\$60.00- 3 children

\$80.00 4 children

Late Pick-up Fee

A late fee of \$5.00 will be charged for pick-up after 5:30, plus \$1.00 for each additional minute

beginning at 5:31. (Ex: Pick-up at 5:33 would be an

\$8.00 late fee) Late fee is billed through FACTS program.

The After School Care program is a vital part of Our Lady of Fatima School and as such follows the rules and procedures as set forth by the school administrators. After School Care ministers to the children physically, mentally, and intellectually. Our aim is to guide the students in making sound behavior choices. All are expected to conduct themselves as members of a Christian and caring community.

Unacceptable behaviors include:

- Disrespect shown to other students or ASC staff
- Dishonesty
- Meanness
- Bullying
- Not following directions
- Damaging property or the environment
- Inappropriate choice of words
- Roughhousing
- Stealing

Consequences- Pre-K3, K, and 1st Grades:

- **1st time**- a 5 minute period to sit out and think about behavior choices
- **2nd time**- help teacher with daily chores
- **3rd time**- when unacceptable behavior becomes frequent or harmful to others, the parent is notified and a report is sent to disciplinarian.

Consequences- 2nd-8th Grades:

- **1st time**- a 5 minute period to sit out and think about behavior choices
- **2nd time**- a 10 minute cool-off period
- **3rd time**- a report will be sent to the disciplinarian

****A serious infraction will result in an immediate referral to disciplinarian.**

****A student who does not adhere to the rules may be dismissed from the After School Care program.**

TAX ID 72-6002-136

Important Parent Information

The After School Care program provides professional care and supervised outdoor recreation. It serves working families who desire parochial education and child care in a Christian environment for children enrolled at Our Lady of Fatima School in grades Pre-K3 through 8th, and DEC. After School Care is open from 3:00 PM until 5:30 PM each full school day. After School Care is not available on half days.

The staff includes an experienced manager as well as devoted and committed assistants. These people work together to help each child grow in maturity and self-respect. The staff maintains an atmosphere wherein mutual respect, understanding, and safety for others are realized.

FOR THE CHILD'S SAFETY

How and with whom the child leaves the After School Care premises is one of the most important regulations.

To ensure the safety of your child, please sign your child out with the ASC manager/ staff through the **FRONT OFFICE**.

Due to liability and safety concerns,
Please DO NOT call and ask the ASC and front
office staff to send your child to the front.

- Parents or guardians should not take children from the campus or other areas without notifying the ASC manager.
- Only authorized persons will be allowed to pick up children. Release will not be granted unless a note is sent, or a phone call or email is made to the ASC manager and/or teacher. (In grades PreK3-1st, please communicate with the teacher about dismissal instructions.)
- Please label all clothing and belongings.
- On rainy days you may walk through the main building to pick up your child. Thank you for cooperating in this safety situation.
- Please keep your updated telephone numbers in your child's book sack. This is helpful for quick reference.
- It would be most helpful to keep a sweatshirt in your child's book sack for days when it turns cold.