

**Our Lady of Fatima School**  
After-School Program  
2009-2010



801 North DuPont Boulevard  
New Castle, Delaware 19720  
302-328-2803

We are happy once again to offer this program as a service to our parents. We wish you and your family a wonderful school year. **The After-School Program is open every day that school is open, except for the half day before Thanksgiving, Christmas, and Easter holidays.** Please make arrangements for your child to be dismissed as a car rider on those days. The last day of the Program will be posted in early May.

### **Programs Hours**

Before School: 7:00 - 7:40a.m.

After School: 2:45 - 6:00p.m. Snack is served

### **Emergency Information**

The After-School Program will only release a child to a parent/guardian, and those listed on the emergency form. Please update these records with the Program teachers as the situation arises. Send us a note alerting us to any changes that occur. We will verify picture identification.

### **Medications**

In accordance with diocesan policy, children are not allowed to bring medicine of any kind to the Program to administer to themselves. This includes aspirin,

throat lozenges, or any other type of over-the-counter medication. If a child must take medicine at the program,

parents/guardians, or someone dele-gated by the parent/guardian, may come to the school to administer it. This person must have a note with them from the parent/guardian with permission to administer the medication.

### **Attendance and Notes**

*A child may only attend the Program on days he/she is in attendance at school.* The parent/guardian must inform the classroom teacher and the Program teacher if the child will not be at the Program for any reason other than being absent from school. After 2:30p.m., children must be signed out at school and at the Program.

### **Tax Statements**

Tax statements will be sent out twice a year, in January (payments from September to December) and June (payments from January to June).

### **Late Pick Up Fees**

Charges for picking up children after closing (6:00 p.m.) are calculated as follows:

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**First Incident** – A charge of \$10.00 for the first 10 minutes and then an additional \$5.00 for every 1 to 10 minutes thereafter

#### **Example**

- ❖ Pick up at 6:10 fee of \$10.00
- ❖ Pick up at 6:20 fee of \$15.00
- ❖ Pick up at 6:30 fee of \$20.00

**Second Incident** – A charge of \$25.00 for the first 10 minutes and then an additional \$5.00 for every 1 to 10 minutes thereafter

**Example**

- ❖ Pick up at 6:10 fee of \$25.00
- ❖ Pick up at 6:20 fee of \$30.00
- ❖ Pick up at 6:30 fee of \$35.00

**Third Incident** – Fees as stated above plus warning of dismissal

**Fourth Incident** – Fees as stated above plus dismissal from the Program

Reminder: We use the school clock to determine fees. All fees must be paid no later than the next school day.

**Toys**

Many times children ask to bring in their own toys to the Program. We allow the children to play with their toys, but we cannot be responsible for any toy that is mistreated or broken at the Program. Please use your discretion

when allowing your child to bring in anything from home. We do not permit toy guns at any time. Sometimes it may be necessary to have a child put away a particular toy, and we will do this if the situation warrants it. Thank you for your cooperation in this matter.

## **Programs Rules and Regulations**

If students need to change for sporting events they need to follow school guidelines.

### Student Expectations:

- ❖ Students will enter quietly.
- ❖ Students will listen quietly to roll and announcements.
- ❖ Students will respect others and be kind with their words and actions.
- ❖ Students will work and play safely, following teacher directions.

### Student Consequences:

- ❖ Child will be warned verbally.
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- ❖ Child will lose recess at the Program the next day.
- ❖ Parents will be notified.

## **Bumps and Bruises**

In the event of a serious injury, parents will be notified immediately. Keep our records updated! Students with a fever of 100° need to be picked up immediately.

## **Problems or Concerns**

If at any time a problem should arise, please contact the Program teacher or coordinator (Ms. Haney) immediately. During the day you can reach her at school (328-2803).

## **Daily Homework**

The children (except preschoolers and kindergartners) are provided with the opportunity to do their homework at the Program during specified times only. Homework time is 4:00p.m. to 4:30p.m. (minimum time) Monday through Thursday. This is a mandatory quiet time. Children are expected to work quietly on their homework. We expect the children to respect each other's need for quiet during this time. If no homework is assigned for that night, reading or another quiet activity is permitted.

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Children who require extra individual assistance completing their homework will be asked to work on it at home, so parents can become aware of any problems there might be.

## **Items at School**

Children may not go back to school to retrieve items. This includes books, lunches, or sports equipment.

## **School Half Days**

The school calendar reflects many school half days. The Program is open on these days, but we ask you to remember a few things:

1. Pack a full lunch for your child/ren. There is no hot lunch available for your child/ren.
2. Pack two drinks for your child/ren. We have found over the years that the children need an extra drink due to their activity on these days.
3. Remember to send in a note to the classroom teacher and the Program teacher if your child/ren will not be present.

### **Inclement Weather**

In the event of a late start of school due to snow, we will do our best to open on time at 7:00a.m. Please

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check in the building before dropping off your child. If school closes early due to snow or unforeseen inclement weather, the children will automatically go to the Program. We ask that you make every effort of pick-up your child as early as possible on these days. This will ensure you and your child's safety, as well as our teachers. The time of school closing and the severity of the weather will determine how long the Program will remain open. Thank you in advance for your cooperation.

### **Sports Programs and Clubs**

Many of our students participate in the CYM Sports Programs and OLF Clubs. Procedures established in school will be followed for after school activities.

**Tuition**

\$1710 per child per year

**Right to Amend**

The Administration of Our Lady of Fatima School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the “News from the Principal”.