



Our Lady of Mercy Catholic School

1730 Link Road
Winston-Salem, NC 27103
336.722.7204
www.ourladyofmercyschool.org
A Blue Ribbon School of Excellence for PreK-8th Grade

BEFORE AND AFTER SCHOOL CARE PROGRAM 2017-18

Before School Care: Students may be dropped starting at 7:20 a.m. There is no charge for Morning Care. If the red card is posted in the window of the drop-off door please drive around to the breezeway to drop off your children. (Please do not drop off earlier than 7:20 as there will be no one here to supervise the children.)

After School Child Care: After School Care is provided for grades K-8th grade. K-8th will meet in the cafeteria. We do not offer After School Care for our Pre-school students.

After School Care is a service that is designed to help the parents. Care is available from 3:15 until 6 p.m. (Early dismissal times are 12:00 - 6:00 p.m.). Students not picked up by the end of car line at 3:15 p.m. will be taken to the After School Care program and assessed the hourly rate. *Please refer to the Master OLM Calendar in SchoolSpeak as After School Care is available on all early dismissal days except day prior to Christmas and Easter vacation and last day of school in June.*

K-8 Fees:

Hourly - \$5.00 per hour per child
\$2.50 per half hour per child

Any student signed into After School Care will be assessed a half-hour minimum. Please be sure to sign your children out and log the time signed out or you will be charged until 6:00 p.m.

Billing Information

A printed bill with the previous month's charges will be sent home the first week of the month in the white envelope. Please send your payment back to school in the white envelope or send it to the school office by the 15th of the month. You may also choose to pay via auto-draft with the checking account we have on file (see authorization on form attached.) If you agree to auto-draft, you will still receive your bill on the first week of the month and your checking account will be drafted automatically for the payment amount on the 15th of the month. Please **Do Not** give money to the After School Care staff as they will not accept any payments.

30-Days Past Due Collections

When the payment is 30 days past due, the After School balance amount will be drafted from the checking account on record. A notice will be sent prior to the draft.

Outstanding Balance Past Due In Excess Of 60 Days

Children will not be allowed to stay in After School Care until account has been paid in full.

Late Pick Up

For every minute a parent is late picking up a child/ren after 6:00 p.m. a late pick up fee of \$1.00 per minute will be charged to your next monthly bill in addition to the regular fees.

After the (3rd) late pick up, the child may be suspended from the program.

How to contact After School Care: After school staff and/or your child can be reached between 3:30 p.m.- 6:00 p.m. at 336-602-6132 for K-8.

There will be no snacks provided – please pack a snack for your child. Due to the increase of students with different food allergies, please do not pack snacks that contain peanuts or other nuts. Water will be served.

Medication: Medication will be administered only with specific instructions in writing from your physician. This form can be obtained from the school office. The medication must be in its original container with the child's name, medicine name, and time to be given.

Conduct: School rules apply in After School Care

Children are expected to behave in our program. The program expects the following of all children:

- Be **Respectful** at all times.
- Walk to the cafeteria quietly at dismissal.
- Arrive at the program promptly and orderly to get signed in, and sit down. No lingering in the hallways.
- Be quiet during attendance and when staff members are giving instructions.
- Be responsible for his/her own actions and property.
- Respect the school rules and staff while in the program.
- Remain with the group and staff **At All Times**.
- Take proper care of program materials and equipment and return when finished.
- **No electronic devices may be used in After School Care!** This includes cell phones, I pads, I pods, tablets, computers, game boys etc... The only exception will be for Middle School students--they will be able to have their OLM-assigned tablets if needed for homework.
- Students are to remain in uniform at all times. They will not be allowed to change for sports or any other activities during After School Care. Parents and Coaches must plan accordingly.

Discipline: If a child's behavior becomes a problem, the following steps will be taken:

- Separation from group (time out) and or withholding of privileges.
- Parent/Director/Staff conference.
- Suspension from After School Care program.

After School Care Schedule- K-8

3:15 p.m. - 4:00 p.m. – Sign in and outside activities (weather permitting)

4:00 p.m. – 4:15/20 p.m. – Snack time

4:20 p.m. – 5:30 p.m. – Homework time- grades 2-8. K and 1st grade will not do homework in After School Care.

5:30 p.m. – 6:00 p.m. – Games, cards, coloring or movie

Students are expected to have all their books/homework assignments and necessary materials (including pens and pencils) with them before arriving to After School Care. Students are also asked to be seated, quiet, and respectful to their neighbors during homework time. If your child cannot follow these rules they will not be allowed to do homework in After Care. Students will work independently during homework time.

Inclement Weather Policy: When school opening is delayed, Morning Care is also delayed by the same amount of time. If school closes because of inclement weather, there will be NO After Care that day.



Our Lady of Mercy Catholic School

1730 Link Road
Winston-Salem, NC 27103
336.722.7204
www.ourladyofmercyschool.org
A Blue Ribbon School of Excellence for PreK-8th Grade

AFTER SCHOOL CARE PROGRAM REGISTRATION FORM 2017-18

Child(ren) Name _____ Grade _____

Grade _____

Grade _____

Grade _____

Parent 1 Name _____

Address _____

Daytime Phone _____ Mobile Phone _____

Parent 2 Name _____

Address (if different) _____

Daytime Phone _____ Mobile Phone _____

Emergency Information:

In cases of emergency, I hereby give permission for my child to receive emergency medical treatment. I understand that the nearest medical facility will be used.

Parent Signature

Parent Signature

Alternative Emergency Contacts - please designate the order in which to contact should we not be able to reach either parent. Could be a relative, friend, neighbor or physician:

() Name: _____ Phone: _____

() Name: _____ Phone: _____

() Name: _____ Phone: _____

Special instructions: (allergies, medications, etc.) _____

I have read and agree to abide by the Before and After School Care Policy.

Parent Signature

Date

I authorize Our Lady of Mercy to auto-draft my After-School Care fees each month using the account information they have on file _____ (Please initial).