



2023-24

Our Lady of the Elms Before / After Care Program

Before Care Program

Before School Care will be available every day that school is in session. Drop off times are from 7:00 a.m. until 7:40 a.m. Parents should walk their children to door #4. If a staff member is not at the door, please use door bell. After 7:40 a.m. you must use the drive through line. The cost of Before Care is \$1.00 per child per day. You will be billed at the end of each month

After School Program

The After Care Program is offered to families when supervision is needed for students for a short time after school. The Program runs from 3:00 p.m. to 6:00 p.m. each afternoon. There is a separate room for Pre-K/K students and Grades 1-4 students.

The cost for this program is \$6.00 per hour, or \$3.00 per half hour.

The After Care schedule is as follows:

2:55 p.m. Dismissal bell. Children participating in the After Care Program are dismissed. Teachers will take the students to the appropriate After Care location.

3:15 p.m. Teachers provide supervision for the car riders from 3-3:15 p.m.

At 3:15 p.m., students who have not been picked up by their parents become part of the After Care Program. Teachers will take the students to the appropriate After Care rooms.

The program includes: 1) snack time, 2) quiet study time, 3) outdoor activities (weather permitting) and 4) indoor activities.

Parents must come into the school to sign children out upon pick up.

Turn over





All students must be picked up by 6 p.m. If you are unable to pick up your child by this time, you must make other arrangements for them to be picked up. A \$20 fee will be assessed for every 15 minutes you are late in picking up your child after 6:05 p.m. (e.g. 6:05 p.m.- 6:20 p.m. - 15 minutes late, equals an additional \$20 charge, etc.)

To enroll in the program, parents should complete the attached After Care Registration Form. Billing is done monthly. After Care payments will be added to your FACTs Account.

After School Care privileges shall be suspended if invoices are not paid when due or families habitually pick up their child (ren) after 6 p.m.

Turn over

