

Our Lady of the Angels School

Before School Program (BSP) and After School Program (ASP)

### **Before School Program**

Our BSP opens at 7:10 AM when school is in session. There is no BSP if there is a weather delay or if school is canceled.

The children play and visit with one another until they are brought safely to their respective classes by the caregiver. The cost per child is \$2.00 daily, billed at the end of the each month.

The BSP serves breakfast to anyone who would like to participate. The cost is \$2.00 per child per breakfast, to be billed with your regular invoice at the end of each month. Please send a note with your child if you want your child to eat breakfast at the Before School Program. We will offer a simple menu of cereal, milk, juice, fruit, and bread & butter. Hopefully, this helps those parents in a rush, as well as those children who don't like to eat immediately in the early morning.

### **After School Program**

Our ASP begins at 2:30 and ends at 5:30 pm We have a director and staff of 12 caregivers who attend to the needs of OLA children from prek-8<sup>th</sup> grade. The director walks the children from school to the parish center at school dismissal.

The program begins with attendance, followed by homework, snack, and then play, outdoors if weather permits or indoor games or a movie if it is rainy or cold.

The fee for ASP is \$5.00 per hour per child; and by the ½ hour after the first hour. This is billed monthly and is due when the bill is received. **All bills should be paid by the end of the month.** Any unpaid bill will result in a \$10 late fee added to your unpaid bill. I depend on prompt payment of all bills to guarantee our cash flow to pay our staff, buy snacks, and anything else the program requires.

Both ASP and BSP follow the OLA handbook concerning discipline. Our dress code ,however, is relaxed. Children may bring a change of clothes for play. All clothing should have your child's name clearly written. Boots, snow pants, hats and scarves are necessary for full enjoyment of our New England winters. (Great hot chocolate days!)

OLA is proud to provide this before and after school care for you child in a loving, safe, and nurturing environment.

Fill out the registration form if you should need to use the program at any time during the year whether regularly or occasionally. **Return the form on the 1<sup>st</sup> day of school or before.** This is very important should we need to reach you at any time. It also allows us to plan for the number of children (snacks, space, staff etc)

I look forward to welcoming your children to BSP or ASP in the 2011-12 school year. And for those returning to the program, I look forward to another enjoyable year.

If you have any questions I may be reached at (508)831-9574 when school is in session or you may call the school at (508)752-5609 and leave a message.

**Please note well the following:**

We will continue a \$10 late fee added to any missed payment that needs to be carried over to the next bill. We ask that you pay on time in order to guarantee our cash flow as stated previously. Should you have any reason for delaying payment, don't hesitate to let me (Mrs. Walczak) know.

This fee is not meant to create a hardship; it is only to let you understand that I need to meet operating expenses in a timely manner. Thank you for your understanding and cooperation. All families paying on or before the due date shown on the invoice will be part of a monthly drawing. The lucky winner will receive 5 hours of BSP and ASP free on the following month. Payments must be in my hands on date due and the drawing will take place the following day. Enter and win!! An added twist—make your payments within four days of a mailed invoice and your name will be entered 2 times; after 8 days of mailed invoice and before due date on invoice and your name will be entered once. The sooner you pay the better your chances are of winning 5 free hours of BSP or ASP.

Also, I ask that each family fill out a registration form complete with a list of responsible adults authorized to pick up your child should you not be able. By completing the form I will be able to receive your child into the program at any time and know that I have the necessary information to guarantee his or her safety and security at the BSP or ASP.

<b><u>Early Release Days</u></b>
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We will continue to provide after school care as usual on early release days. A form will be sent home for you to complete and return with \$5.00 lunch and snack cost.

Again, it is my pleasure and delight to care for your children and I look forward to another great year. Never hesitate to be in touch should the need arise.

Sincerely,

Mrs. Mary Walczak

BSP/ASP Director

Our Lady of the Angels Elementary School