

April 15, 2009

Dear OLA Catholic School Families,

The OLA parish-based Extended Care Program (ECP) will begin accepting registrations for the 2009-2010 school year on April 27, 2009. Our program provides regular after school care for our school community as well as emergency drop-in childcare for late carpool arrivals or family emergencies.

As a state-licensed program, ECP is required to have complete current school year documentation on every child prior to admission to the program. **Therefore, the OLA Catholic School requires that every family in the school complete all forms for ECP for every attending child.** These forms will be kept on file for future attendance, either planned or unplanned. **In addition, any child attending an after school program sponsored by either the school or the church must be enrolled. This includes scouting programs, choir, art club, play practice or an ECP-sponsored enrichment program.**

There will be no charge for registration until the first time your child attends ECP. Those families who use ECP at any point during the year will pay a reduced registration charge at that time of \$25.00, provided completed documentation was received *no later than June 1, 2009*. Registration after that date will incur a charge of \$50.00 per family.

The required documents for registration can be found at www.olachurch.org under Day Programs. You may complete the forms on line but they must be submitted with your original signature. **Please take the time to complete all forms in full.** Due to required regulations, paperwork that is not filled out completely will result in a child not being admitted to the program or to school and/or church-sponsored after-school activities.

In keeping with the economic times, we are pleased to inform our families that we will keep our tuition rates the same for the third year in a row with no increase. In addition, our hourly drop-in rate has been reduced to a pro-rated fee of \$6.00 for the first half hour and \$2.00 for each 15 minutes thereafter per child. We hope that this will help our families in a time when finances are a concern for everyone.

We look forward to our year ahead. If you have any questions regarding our program, please read the ECP Family Handbook, also on line. We are available to answer any specific questions you may have at (404)261-7181, ext 168 or dmickwee@olachurch.org.

Though you may think your child will never need the ECP childcare services, remember to plan ahead and expect the unexpected.

May God Bless You and Your Family,

Dorothy Mickwee
Director
Our Lady of the Assumption Parish ECP Program

OUR LADY OF THE ASSUMPTION CHURCH

Extended Care Program

ENROLLMENT AGREEMENT

I understand that I am enrolling my below listed child(ren) for the 2009-2010 school year. I have indicated below the program services that I wish to enroll in.

Student _____ Grade _____ Student _____ Grade _____
Student _____ Grade _____ Student _____ Grade _____

Registration Fees: Families registering prior to June 1, 2009, will pay \$25.00 per family. Families registering after June 1, 2009, will pay a late registration fee of \$50.00 to be charged upon the first use of the program

CONTRACT CYCLE

I wish to enroll my child(ren) for regular attendance at ECP as indicated below:

- One day per week per child (Monday, Tues., Thurs. Fri.) \$59.00/month
One day per week per child (Wednesday only 2:00 dismissal) \$70.00/month
Two days per week per child \$117.00/month
Three days per week per child \$151.00/month (each additional child \$113.00/month)
Four days per week per child \$202.00/month(each additional child \$151.00/month)
Five days per week per child \$252.00/month (each additional child \$189.00/month)

Families using ECP on the Contract Cycle basis are required to pay tuition for the month of August and the closing month of May prior to the first day of school. August tuition is calculated as one half of the monthly tuition as the children attend only two weeks in August. I understand that additional time attended outside the above contracted time frame will be billed at the drop-in rate of \$6.00 10.00 per hour per child.

DROP-IN BILLING

I will use ECP only for late carpool or emergency drop-in at the rate of \$6.00 for the first 30 minutes and \$2.00 every 15 minutes there after, per child. I understand no child will be admitted to ECP without current, complete documentation on file.

PRE-K STUDENTS

I understand that when my Pre-K student is going to ECP for the afternoon, he/she will receive an additional 30 minutes of ECP supervision beginning at the close of the Pre-K school day. I agree to pay the flat rate of \$2.50 per day for each day my child receives this additional supervision. I understand that this fee will be billed monthly and paid in addition to my contracted or drop-in tuition rate.

I understand ECP is in session according to the official school calendar of Our Lady of the Assumption School, and is closed during OLA school closings, holidays and noon dismissals. ECP will be closed any day the school is closed for inclement weather. ECP may be closed at any time at the discretion of the Director. See the ECP calendar in the OLA School Handbook for dates of openings. ECP will close everyday at 6:00 p.m. I understand I will be assessed late charges in the amount of \$1.00 per minute per child for late pick up.

I understand that I am responsible for payment of all program fees which are due on the first day of the calendar month. Accounts are assessed a \$25.00 late charge, per billing cycle, for any balance on the account after the 15th. Should I decide to withdraw my child from the program, I agree to give one week's notice in writing prior to the discontinuation of service and bring all outstanding balances current. Failure to pay all ECP bills in a timely fashion will result a temporary suspension of my child's attendance from ECP and balances referred to outside collection agencies until all charges are brought current.

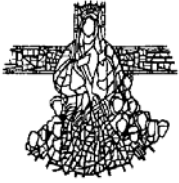
I understand that I can change my child's enrollment agreement no more than two times during the calendar school year. Additional changes will incur an administrative fee of \$25.00. I understand that a request for reports (annual tax reports, flexible spending reports, etc) will result in a \$3.00 charge to my account per report.

I understand that I am required to complete in full all documentation required for ECP. Georgia State Law prohibits any child from admittance into the program without ALL SIGNED AND CURRENT REQUIRED DOCUMENTATION on file at the ECP office.

I HAVE READ THE OLA ECP FAMILY HANDBOOK ANDI AGREE TO COMPLY WITH ALL RULES AND REGULATIONS DESCRIBED THEREIN.. I AGREE TO PAY ALL FEES FOR MY CHILD'S ENROLLMENT IN THE EXTENDED CARE PROGRAM. I UNDERSTAND THAT MY CHILD'S CONTINUED PARTICIPATION IN THE EXTENDED CARE PROGRAM IS DEPENDENT UPON ALL FEES BEING PAID IN A TIMELY MANNER AND ALL PROGRAMS RULES AND REGULATIONS FOR FAMILIES AND CHILDREN BEING UPHELD.

Signature of Parent/Guardian

DATE



Our Lady of the Assumption Parish

Extended Care Program Parental Agreement 2009-2010

Our Lady of the Assumption Parish Extended Care Program agrees to provide care for my following student(s) will attend the program as indicated in the Enrollment Agreement.

Student _____

Student _____

Student _____

Print child's name

PLEASE COMPLETE THE PROVIDED ENROLLMENT AGREEMENT FOR THE 2009-2010 SCHOOL YEAR. SPECIFY WHICH DAYS YOUR STUDENT(S) CHILD WILL BE ATTENDING. Submit this completed statement and all completed REQUIRED enrollment forms and registration fee to:

Dorothy Mickwee, ECP Director, Our Lady of the Assumption Church, 1350 Hearst Dr., N. E., Atlanta, Ga. 30319

My child will participate in the following meal plan:

Afternoon Snacks

1. I agree to keep my child's records current and to submit in writing any changes as they occur, e.g. telephone numbers, work location, emergency contacts, child's physician, child's health status, etc.
2. The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medication, pertaining to my child. The Department of Human Resources requires that the Director "report any case of communicable diseases or suspected child abuse, neglect, exploitation or deprivation to the proper authority".
3. I understand that should our child become ill or suffer an injury during the time that he/she is in the care of the Our Lady of the Assumption Parish Extended Care Program, the facility shall attempt to contact the parent(s) immediately. In the case of severe illness or injury, 911 shall be called and the child transported by ambulance to the Children's Health Care of Atlanta, who shall be authorized to provide necessary medical treatment.
4. Continued enrollment in Our Lady of the Assumption Parish Extended Care Program is contingent upon payment of fees in accordance with the registration agreement.
5. I hereby authorize and request Our Lady of the Assumption Catholic School to release to Our Lady of the Assumption Catholic Church, Extended Care Program, a copy of the most recent immunization certificate on file for the above named child.
6. I have read the ECP Parent Handbook and agree to follow all policies and procedures as outlined in the handbook.

Signature below indicates that the parent or guardian understands and accepts Our Lady of the Assumption Parish Extended Care Program fees and regulations and has received and read a copy of all Policies and Procedures in the Our Lady of the Assumption School/ECP Handbook.

Signature (parent/guardian) _____ Date _____

Signature (facility Administrator) _____ Date _____



Our Lady of the Assumption Parish

Extend Care Program Child Enrollment Form

2009 to 2010 (To be Completed for Each Child Enrolled)

PLEASE FILL OUT FORM COMPLETELY. RETURN ALL COPIES TO OUR LADY OF THE ASSUMPTION PARISH EXTENDED CARE OFFICE. ALONG WITH THE REGISTRATION FEE IN THE AMOUNT OF \$25.00. THE REGISTRATION FEE AFTER JUNE 1, 2009 WILL BE \$50.00 PER FAMILY

Enrollment Date _____

Withdrawal Date _____

Child's Name _____ Sex _____ Grade: _____ Birthday ___/___/___

Home Address _____ Zip Code _____ Home Telephone _____

Father's name / home address / telephone number, if different from child's _____

Cell phone _____ email _____

Place of Employment / Address of Employment / Business Number _____

Mother's / home address / telephone number, if different from child's _____

Cell phone _____ email _____

Place of Employment / Address of Employment / Business Number _____

Child's Living arrangements: { } both parents { } mother { } father { } other _____

Child's Legal Guardian(s): { } both parents { } mother { } father { } other _____

EMERGENCY NAMES AND PHONE NUMBERS. You must list at least two (2) persons who can represent you in your absence in an emergency situation.

1. _____ Phone: _____ Address _____

2. _____ Phone: _____ Address _____

Child's Physician _____ Phone _____

My child has the following special needs/allergies: _____

The following special accommodation(s) may be required to most effectively meet my child's needs while in the program: _____

My child is currently on medication(s) prescribed for long-term continuous use and/or has the following preexisting illness, allergies, or health concerns _____

Your child will only be allowed to enter or leave the facility when escorted by the parent(s), person authorized by parents(s), or facility personnel. **MY CHILD MAY BE RELEASED ONLY TO THE PERSON(S) SIGNING THIS AGREEMENT AND TO THE PERSONS LISTED BELOW.** Please submit changes in writing. In an emergency, you may call 404-364-1902 ext 168.

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Signature (Parent/Guardian) _____ Date _____



Our Lady of the Assumption ECP Program
Medical Authorization and Liability Release Agreement
2009-2010

Child's Name	Date of Birth
Child's Name	Date of Birth
Child's Name	Date of Birth

In the event of an emergency or illness, Our Lady of the Assumption Parish Extended Care Program will attempt to contact me, but in the event they are unable to reach me, they are authorized to secure such medical attention and care for the child by contacting EMS. I give permission for my child to be transported to Children's Healthcare of Atlanta Hospital. I (we) agree to keep the facility informed of changes in telephone numbers, etc. where I can be reached.

The facility agrees to keep me informed of any incidents requiring professional medical attention involving my child.

My Child's primary source of health care is:

Physician	Phone number
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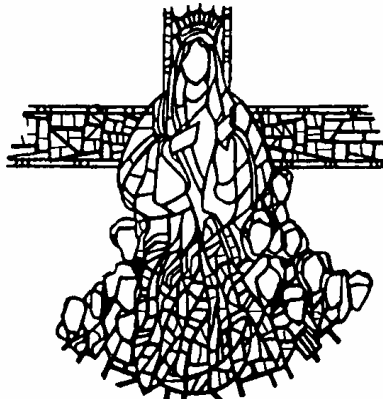
Known allergies or other physical problems, mental health disorders, mental retardation or developmental disabilities which would limit my child's participation in the Preschool programs and activities _____

Neither I, my spouse, nor my child will hold Our Lady of the Assumption Church Extended Care Program, Staff, Enrichment Instructors, Parish Staff or Volunteers under the direction of Archdiocese of Atlanta liable for any accident or injury occurring to my child while participating, in any activity while enrolled in the ECP Program. Furthermore, I understand that insurance on my child is not the responsibility of the OLA Extended Care Program, the Church or the Archdiocese of Atlanta.

Signature of Parent/Guardian	Date	Telephone number
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OUR LADY OF THE ASSUMPTION PARISH
EXTENDED CARE PROGRAM
FAMILY HANDBOOK OF POLICIES AND
PROCEDURES

2009-2010 SCHOOL YEAR



1350 Hearst Dr., N.E.
Atlanta, Ga. 30319

(404) 364-1902, EXT. 168

Dorothy Mickwee, Director
dmickwee@olachurch.org

TABLE OF CONTENTS

- A. PHILOSOPHY AND GOALS
- B. HOURS AND DAYS OF OPERATION
- C. ENROLLMENT PROCEDURES
- D. DISMISSAL PROCEDURES
- E. DAILY SCHEDULE
- F. DRESS CODE
- G. ENRICHMENT PROGRAMS
- H. EMERGENCY AND LATE CARPOOL ATTENDANCE
- I. WITHDRAWAL FROM THE PROGRAM
- J. DISTRIBUTION OF MEDICATIONS
- K. HEALTH AND SAFETY POLICIES
- L. PERSONAL BELONGINGS
- M. SNACK/LUNCH
- N. DISCIPLINE AND DISCHARGE
- O. HOMEWORK POLICY
- P. EMERGENCY PROCEDURES
- Q. PROGRAMS EXPECTATIONS OF THE PARENTS
- R. CHILDREN'S EXPECTATIONS OF THE PROGRAM
- S. PROGRAM'S EXPECTATIONS OF THE CHILDREN
- T. ELIGIBLE STUDENTS
- U. ACKNOWLEDGEMENT OF RECEIPT FORM
(to be signed and submitted to ECP)

**OUR LADY OF THE ASSUMPTION CATHOLIC PARISH BASED
EXTENDED CARE PROGRAM
POLICIES AND PROCEDURES
2009-2010**

Dear ECP Parents,

The ECP staff is dedicated to the children of our program and work very hard to give your child a safe, rewarding and fun environment. Please feel free to contact me regarding any concerns or suggestions you may have about your child's experience in ECP. We are here for the children and their families and are committed to serving our community in any way possible. Thank you for trusting us with your very special children. We look forward to the school year ahead.

Dorothy Mickwee
(404) 364-1902, ext. 168
dmickwee@olachurch.org.

ECP FAMILIES ARE EXPECTED TO READ THE FAMILY HANDBOOK AND COMPLY WITH ALL RULES AND REGULATIONS THEREIN.

The Our Lady of the Assumption Extended Care Program is a parish based childcare enrichment program for students attending OLA school. We offer our program to all registered students, grades Pre-K four through eighth grades, who require after school care during the school year. (ECP is available for newly enrolled seventh and eighth grade students for emergency drop in or late carpool needs only). Our state-licensed program provides trained adult supervision, homework assistance, outdoor play, arts and crafts, board games, organized activities and one light balanced snack daily. The structure of our program allows for student directed and Counselor directed activities.

Forms necessary for enrollment can be found on the OLA church website, www.olachurch.org. In addition, each registered family is required to read the ECP Handbook of Policies and Procedures also available on the website. *ALL COMPLETED, SIGNED DOCUMENTS FOR EACH CHILD MUST BE ON FILE PRIOR TO ANY STUDENT BEING ADMITTED TO ECP. THE OLA SCHOOL REQUIRES THAT ALL STUDENTS ENROLL IN ECP PRIOR TO THE BEGINNING OF THE SCHOOL YEAR.*

A. PHILOSOPHY AND GOALS

Students have the opportunity to play freely and creatively within reasonable bounds, after spending the day in the structured classroom environment. Children are given opportunities to enjoy active, sports related play as well as quiet activities including reading, art, board games, construction and social time.

Our program strives to reinforce the basic Catholic values our families seek in their home, school and church environments. The personal, individual care the staff members give the children helps to foster a sense of mutual respect, self esteem, social responsibility and safety. We offer our children hands-on attention, support, care and discipline in a loving nurturing manner. We encourage the interaction of children of all ages (when appropriate) as it fosters a sense of community, encourages independent thinking, involves problem solving and teaches compromise, team cooperation and fair play.

B. HOURS AND DAYS OF OPERATION

The Extended Care Program is available from 3:00 p.m. until 6:00 p.m. on all days when the OLA school is in session for students in kindergarten through eighth grades. Students in Pre-K who are transitioning to the program for the afternoon will receive supervision by an ECP staff Counselor in their Pre-K room from 2:30 p.m. until ECP begins at 3:15 p.m. for an additional charge of \$2.50 per day. On Wednesdays when school has early dismissals, our program begins at 2:15 p.m. and continues until closing. ECP for Pre-K will begin in their classroom at 1:30 p.m. **Due to staffing limitations, ECP will no longer be open for noon dismissal closings.** ECP will be closed during Thanksgiving, Christmas and Spring Break and on any day that the school is closed for any reason. See the ECP Calendar for these dates for the coming school year. *(The days and hours of ECP operation may be changed, with or without notification, at anytime deemed necessary by the ECP or Parish Administration)*

There will be no ECP program when school is canceled due to water main breaks, heating failure, electrical problems, severe weather, etc. If the school is closed early due to these problems, ECP families will be contacted and asked to pick their child up from ECP. The ECP schedule of openings may be changed at any time as determined by the program Director, OLA Parish Office or the Archdiocese of Atlanta. Parents are requested to keep their emergency contact numbers current at all times for emergency dismissals.

C. ENROLLMENT AND FINANCIAL POLICIES AND PROCEDURES FOR 2009-2010

The following documents are required for registration and can be downloaded at www.olachurch.org under "Day Schools/ECP". A completed set of ALL of the following forms must be submitted to the ECP Director before any child will be admitted to the program:

ECP CHILD ENROLLMENT FORM
ECP ENROLLMENT AGREEMENT
ECP PARENTAL AGREEMENT
ECP MEDICAL AND LIABILITY RELEASE AGREEMENT
EXTENDED CARE PARENTAL CONSENT

The State of Georgia licensing department, Bright from the Start, and the Archdiocese of Atlanta Parish Based Early Childhood Program require that all children in attendance in any after school program be fully registered and all documentation has been completed in full prior to admission to the program.

Initial Registration Fee

Families registering for the ECP program prior to June 1, 2009, will be charged a registration fee of \$25.00. Families submitting applications after that date will be charged \$50.00. The registration fee may be paid at the time of registration or upon the first use of the program during the school year.

Enrollment Agreement Contract Basis

Parents may choose from one to five days per week attendance, to be reserved prior to the beginning of the school year or upon admission to the school. The Enrollment Agreement may be changed *two times per year* only at no cost. Each additional change will be assessed a \$25.00 administrative fee. All requests to change the status of a child's enrollment must be submitted to the Director *in writing* one week prior to the change taking place. **Attendance in addition to the days contracted will result in the assessment of the hourly drop in rate of \$6.00 for the first 30 minutes and \$2.00 for each 15 minutes thereafter.**

Tuition is due on the first day of the month, beginning August 1, 2009. At that time, the first month (August-two weeks) and the last month (May-four weeks) will be due. Payments will continue on the first day of each month through the April, 2010 for families who have prepaid their May payment. *Unused tuition will be refunded at the end of the school year, if applicable.* All prepaid tuition will be applied to any past due amounts when a child is withdrawn.

Drop-In/Emergency Carpool Basis

Families may choose to sign up their child to attend ECP for periodic, drop-in visits or for emergency/late carpool use at the rate of \$6.00 for the first 30 minutes and \$2.00 for each 15 minutes thereafter. **Families who plan to use ECP on a consistent drop-in status must pay in advance in the amount of \$50.00 per child. Families using ECP for emergency or late carpool use only must pay at the time that the child is picked up.** If fees are not paid upon dismissal the family will be billed the next day and the child will not be allowed to return to ECP until the charges have been paid. All prepaid tuition will be applied to any past due amounts prior to refunding.

ECP FEES

Enrollment Agreement Contract Accounts

Days of Attendance per Week	Monthly Tuition
1 day per week/child	\$59.00 (Monday, Tuesday, Thursday, Friday)
1 day per week/child	\$70.00 (Wednesday Only, 2:00 p.m dismissal)
2 days per week/child	\$117.00
3 days per week	\$151.00 (\$113.00/each additional sibling)
4 days per week	\$202.00 (\$151.00/each additional sibling)
5 days per week	\$252.00 (\$180/each additional sibling)

Additional Program Fees (Payment in full of the outstanding balance is due on the 1st of each month)

Pre-K Extended Supervision at School Dismissal	\$2.50 per day per child
Drop In Hourly Fee	\$6.00 for the first 30 minutes, \$2.00 for each 15 minutes thereafter Prepay of \$50.00 per child– unused payments will be refunded. Charges at the hourly rate for emergency or late carpool must be paid when the child is picked up
Noon Dismissal / ECP Closing	Families will receive a one day credit for noon Dismissal for prepaid tuition on a contract basis
2:15 Dismissal - 1 to 5 Days/Week Enrollment	No additional charge
2:15 Dismissal - Wednesday Only	\$70.00 per month per child
Late Pick-up	\$1.00/minute after 6:00 p.m
Enrollment Change	Two changes – no charge \$25.00 each additional change
Late Payment Charge	\$25.00 per month until the account is paid in full
Registration Charge	\$50.00 for all families submitting applications after 6/1/09

All fees are to be paid no later than the 1st of each month. Monthly late charges in the amount of \$25.00 will be assessed for all accounts that have not been paid IN FULL by the 15th of the month. FAMILIES MUST AGREE TO KEEP THEIR ACCOUNTS CURRENT. FAMILY ACCOUNTS THAT ARE PAST DUE AT THE END OF THE MONTH WILL BE REPORTED TO THE OLA SCHOOL AND CHILDREN WILL NOT BE ALLOWED TO ATTEND ECP UNTIL THE ACCOUNT IS BROUGHT CURRENT. Past due accounts will be reported to the OLA Parish Finance Council for referral to an outside collection agency. *No child will be admitted to ECP for the new school year if the family account is past due.*

Parents must agree to keep all children's records current and to submit in writing any changes as they may occur, e.g. telephone numbers, work location, emergency contacts, child's physician, child's health status, etc.

D. DISMISSAL PROCEDURES/RELEASE OF CHILDREN

Upon dismissal, parents and authorized parties will go to the front check out desk located at the gym doors. They will then sign the child out and an ECP Counselor will be responsible for getting the child from his/her location to the front desk. No child will be allowed to leave the program without the WRITTEN authorization of the parent. All authorized parties must be indicated on registration forms. Telephone and email authorizations are up to the discretion of the Director and may be refused. Students attending after school activities will be signed into ECP only when the activity is over. ECP will take no responsibility for children attending such programs. These programs include, but are not limited, to: Band, Choir, Basketball, Art, Scouts, Youth Group, play practice, private tutoring and ECP sponsored enrichment classes.

Children who are leaving ECP for sporting events off campus may change into their sports clothing after dismissal and under the supervision of their parent/guardian. Children will not be allowed to change into uniforms prior to dismissal. In addition, parents cannot expect their child to be waiting in the lobby for them by calling them in from the playground as they arrive. Children must be dismissed by an ECP Counselor who has been informed that the parent is signing the child out. Parents need to leave ample time to pick their children up from ECP. Taking short cuts at dismissal could result in a child being dismissed improperly. **No child will be allowed to leave the premises without the supervision of the parent or authorized party and according to ECP required procedures.**

ECP has a security system that allows for assigned security codes. Families using the program on a contract basis (not drop-in) will be assigned a code which will gain access to the facility and allow the authorized parent to sign out the child at the close of the day.

E. DAILY SCHEDULE

Students are escorted to the Activity Building for Extended Care at the close of the school day, by OLA school personnel. Attendance is taken and a head-count is conducted to verify attendance. A light snack is served from 3:30 p.m. until approximately 4:00 p.m. at which time homework period begins. Homework Hour is held daily except on Fridays, when homework is optional and not scheduled into the day. Children in grades Pre-K through Kindergarten who do not have homework are taken outdoors, weather permitting, or play organized games in the licensed classroom.

During homework period, children receive guidance and assistance from ECP staff in a quiet, controlled environment. Children who have completed homework are allowed to play quietly (cards, drawing, and reading) until other children complete their work. At approximately 4:30 p.m. these children then move to outdoor or gym play, depending upon weather conditions, while younger children are moved into the cafeteria for arts and crafts, free play, Lego construction, etc. Occasional visits are also made to the library for "story time" for younger students. Older students requiring additional time to complete homework are allowed to work in supervised areas. Please note: Children who attend after school activities prior to arrival at ECP (i.e., band, scouts, art, karate, etc.) will miss part or all of the scheduled Homework Hour. Due to the need for proper staffing of all program children, it may be necessary to include late arriving children into the general population to complete their homework.

At 5:00 p.m. all children move into the gym for various forms of play. Those children bringing non-electronic games and toys from home can take them out for play. However, ***ECP cannot be held responsible for lost personal items.*** Many supplies and activities are set up for free choice play, such as puzzles, toys, balls, sporting equipment, drawing or building. Older children may choose to "sit and talk" and relax with friends. The program closes at 6:00 p.m.

F. DRESS CODE

On days when school is in session, students will remain in school uniform. Shoes may be changed. Children are expected to wear sturdy shoes for outdoor play. If ECP opens for noon dismissals, children may bring clothes to change into. Clothing with slogans or pictures depicting or promoting drugs, alcohol, tobacco, violence or inappropriate themes are forbidden as well as torn jeans. *ECP is not responsible for lost personal items or clothing.*

G. ECP Sponsored ENRICHMENT PROGRAMS

The Extended Care Program offers various enrichment programs for children throughout the OLA school to participate in after school. These enrichment programs include, but are not limited to, Dance, Playball and Karate. Sessions will run eight to twelve weeks. The first session will begin in early September. Families will be allowed to sign up with various independent instructors. Children will be signed into ECP at the end of the period by ECP staff. *No adjustments in ECP fees will be made for time spent in ECP sponsored or school sponsored programs.* Fees for these programs are determined by each outside instructor and will be paid directly to the ECP program by the family. Families who have contracted their children into ECP by submitting the Enrollment Agreement for days on which they attend Enrichment Classes will pay no activity fee for these classes. All other non-enrolled families will be required to pay a \$2.00 per day/child activity fee for each day the enrichment class is in session.

All ECP sponsored programs will be conducted in the Activity Building under the supervision of the ECP Director. Children attending these programs will be supervised until classes begin and will be given a light snack. Upon completion of the class, students will be supervised until picked up by the authorized person. Children not picked up within 10 minutes of the class ending will be signed into ECP and charged the hourly fee.

H. EMERGENCY AND LATE CARPOOL ATTENDANCE

Unregistered children who are not picked up on time from the OLA school carpool will remain at the school until the driver arrives. Children who have proper documentation on file in the ECP office may be brought to the program at the close of carpool. The hourly drop in rate of \$6.00 for the first 30 minutes will be assessed to all families involved in late carpool. Emergency and late carpool fees must be paid at the time of dismissal. *No child will be checked into ECP without required documentation under any circumstance.*

I. WITHDRAWAL FROM THE PROGRAM

Parents wishing to withdraw their child from the program must provide a statement in writing at least one week prior to the discontinuation of this service. All outstanding fees due the program must be paid in full at that time.

J. DISTRIBUTION OF MEDICATIONS

When a child is to be given prescription or over-the-counter medicine, the parent MUST COMPLETE AND SIGN THE ECP PROGRAM MEDICATION FORM prior to dispensing the medicine. The Archdiocesan required form must also be signed by the child's physician. The medication must be provided in the original container and taken to the ECP Director by the parent. ECP personnel will administer medicine per parent's instruction. Documentation of dosages given is recorded on the medication dosage form. If the staff notes an adverse reaction to medication, the parents will be notified immediately. The reaction will be recorded on the sheet used to document dosages of medication given.

K. HEALTH AND SAFETY POLICY

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the ECP Director knows what to do if a problem should occur during program hours. Please make sure all necessary medication is available and that the appropriate forms for its use have been completed. ECP STAFF CANNOT ACCESS MEDICATION IN THE SCHOOL NURSE'S OFFICE.

If a child has any one of the following conditions, the parent will be notified to pick-up the child immediately: **Contagious Disease, Fever over 100 degrees F, Vomiting or Diarrhea, or any condition requiring medical attention.**

In case of accident or illness, parents of the child will be called immediately. Any injury to the head will result in parents being contacted. In serious cases, the child will be taken to Children's Healthcare of Atlanta via emergency vehicle for treatment and the parents will be contacted immediately.

Outdoor play will not be allowed if/when the temperature (including wind chill) falls below 35 degrees F or it is raining, snowing, hailing, stormy, lightning or thunder or the director determines the temperature is uncomfortably high or cold for the children to tolerate.

If it becomes apparent that a child has contracted a communicable disease, the affected child's parents will be notified immediately to pick up their child. Parents of all other students in the program will be notified the same day at the time of pick up. Staff or any other persons being supervised by the staff shall not be allowed in the center that knowingly have or present symptoms of a fever or diarrhea.

L. PERSONAL BELONGINGS

Children store their belongings in designated space while in the ECP program. At the end of the day, all items left in the locker room will be placed in the lost and found box in the hallway. *ECP is not responsible for lost personal items or clothing.*

M. SNACK/LUNCH

Currently there are no plans to be open for noon dismissal half days in the 2009-2010 year. However, on days when school dismisses at 12 noon, parents need to provide a balanced lunch, including fruit, and drink for their child. Sodas are not permitted. Daily afternoon snacks are provided based on State of Georgia and USDA nutrition guidelines. Snacks consist of fresh or packaged fruits, crackers/bread (tortillas, nachos, graham crackers, pretzels, etc.) and cheese products. Milk, water or 100% juice products are served as drinks. The daily snack menu is posted in the lobby of the Murray Center. If your child has food allergies, ECP should be notified. ANY CHILD WITH PEANUT OR OTHER FOOD ALLERGIES MUST BRING THEIR OWN FOOD TO ECP. Written authorization to administer a snack brought from home must be submitted to the Director prior to the food being served. No child is to bring candy, chips, or sodas to ECP and no child may purchase sodas from the vending machines while in attendance in ECP.

N. DISCIPLINE AND DISCHARGE

Children are entitled to a pleasant and harmonious environment in our program. Likewise, ECP staff personnel are entitled to respect from the children in our program. The Extended Care Program cannot serve children who display chronically disruptive or disrespectful behavior to children or adults. Students and families agree to abide by all rules and regulations set forth in the **OLA School Handbook** while participating in the OLA Extended Care Program.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that:

- Requires constant attention from the staff
- Inflicts physical, verbal or emotional harm on other children
- Abuses Staff members by using inappropriate language, attitudes or behavior
- Ignores or disobeys the rules which guide behavior during the after school day and program time
- Disrespects and abuses the physical property of others or the ECP program

If a child cannot adjust to the program setting and behaves inappropriately, the Director has the discretion to discharge the child from ECP.

Reasonable efforts will be made to assist children to adjust to the program setting.

Disruptive behavior will be dealt with in the following manner:

1. The disruptive child will be redirected to another activity or group of friends. Groups of friends who display inappropriate behavior will be separated.
2. After three verbal warnings, the child will be removed from the play area for an appropriate period of time (one minute per year of age) for a "time in" period to think about his/her behavior.
3. If a second "time in" time is required, the child may be removed for the rest of the afternoon from certain activities or friends.
4. If a third "time in" period is given to a child in a single day, the staff will write an incident report and a copy will be given to the parent(s) or guardian to be read and signed. The report will be maintained in the student's ECP file..
5. If a child receives three written behavior related incident reports in the period of six-week school period, the child may be suspended for a period of one week, starting the following school day.
6. **If the severity of a problem is great enough that it could endanger the safety or well being of the child or other children in the program, discharge will be effective immediately. The parents will be contacted and asked to pick-up the child.** Readmission of the child will be determined by the program Director.

O. HOMEWORK POLICY

Every effort is made to assist children with their homework. The ECP Counselors are not trained tutors, however, and are not "homework police." Children are provided a supervised, quiet environment in which to do homework. They are discouraged from working in groups with friends as this is very distracting. Every reasonable effort is made to insure that "written" homework is completed. *Studying for tests, researching papers or preparing special projects should be done with the family at home.* Those children who need additional time after Homework Hour are given as much opportunity as possible depending on staff availability.

P. EMERGENCY PROCEDURES: TORNADO, FIRE & EVACUATION

ECP will be closed on any occasion when the OLA School is closed due to the following events or due to loss of utilities. Should these events occur during the hours of ECP operation, parents will be contacted to pick their children up.

SEVERE WEATHER: At all times during the program, the weather alert radio will be on. Students and staff will stay in the Murray Center during thunderstorms and tornado watches. Should a Tornado WARNING be issued the students will be moved to locker rooms and the bathroom hall away from windows.

FIRE: Students will be evacuated through according to the approved evacuation routes posted in the rooms and hall to a location away from the building. Roll call and head-counts will be taken and no child will be readmitted to the building until authorization has been given.

EVACUATION: If it becomes necessary to evacuate the students from the Murray Center because of a gas leak, bomb threat, etc. students leave the Murray Center. Children will be routed off the school grounds and down Lanier Drive until reuniting at Oglethorpe Presbyterian Church Chapel. Roll call will then be taken to insure all children are present and parents will be contacted to pick up their child.

Q. PROGRAMS EXPECTATIONS OF THE PARENTS

- Complete and return all required forms prior to using ECP
- Pay fees on time
- Keep the child's records up-to-date
- Pick-up children on time
- Reinforce and support the rules of the ECP program and Staff
- Parents will provide their child with lunch and snacks on days of early dismissals.

R. CHILDREN'S EXPECTATIONS OF THE PROGRAM

- To have a safe, supportive and consistent environment
- To use all of program equipment, materials, and facilities on an equal, age appropriate, basis
- To receive respectful treatment
- To have discipline that is fair and non-punitive
- To receive nurturing care from staff members who are actively involved with them

S. PROGRAM'S EXPECTATIONS OF THE CHILDREN

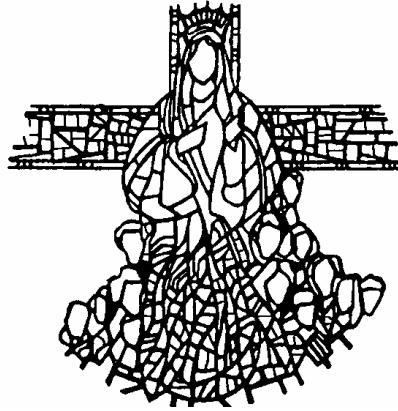
- Be responsible for their behavior; show respect for Counselors and other children
- Respect and follow the school and program rules as instructed by ECP Staff
- Remain with the groups and Counselor at all times
- Take care of materials and equipment properly and return them to their appropriate place
- Use proper manners when eating snack and assist in lunchroom cleanup

T. ELIGIBLE STUDENTS

The Extended Care Program accepts all registered students from the Pre-K 4 through sixth grades on either a contract or drop in basis. Seventh and eighth grade students who are new to the OLA school or who have never previously been enrolled in ECP may use the program on an emergency or late carpool basis only.

U. ACKNOWLEDGEMENT OF RECEIPT

**OUR LADY OF THE ASSUMPTION PARISH BASED
EXTENDED CARE PROGRAM
FAMILY HANDBOOK OF POLICIES AND PROCEDURES**



This handbook has been prepared as a guide to the policies and procedures and other information to assist our families with the Our Lady of the Assumption Extended Care Program. The information contained in this handbook establishes guidelines only. The Extended Care Program reserves the right to make changes in the content or application of this handbook and to implement those changes with or without notice.

I have received and read thoroughly a copy of the Our Lady of the Assumption ECP Family Handbook. I understand it is my responsibility to become familiar with these policies and procedures and to abide by them. I understand that my child's continued enrollment in this program is dependent upon the my continued support of the mission, policies and procedures of the school as documented in this handbook.

Parent/Guardian _____

Signature _____

Date _____

**The return of this Acknowledgement is required for participation in ECP. Please return to the attention of:

Dorothy Mickwee
Director
Extended Care Program

Our Lady of the Assumption Church

ECP Program Calendar

2009-2010

(This calendar is subject to change based upon a change in the OLA School Calendar or at the discretion of the ECP Director)

August 17	First Day of School - Noon Dismissal All Students ECP Closed
August 18 & 19	School Noon Dismissal – PreK – 2 Grades ECP Open at 3:15 p.m.
September 7	School & ECP Closed - Labor Day
September 8	School & ECP Closed – Teacher Workday
October 19	School & ECP Closed – Teacher Workday
October 30	School & ECP Closed – Parent Teacher Conferences
November 25 – 27	School & ECP Closed - Thanksgiving Holiday
December 18	School Noon Dismissal – Christmas Break ECP Closed
January 4	Students Return to School and ECP
January 18	School & ECP Closed – MLK Holiday
February 11	School Noon Dismissal - Grandparents Day ECP Closed
February 12	School & ECP Closed – Teacher Workday
February 15	School & ECP Closed – President’s Day
March 25 & 26	School Noon Dismissal – Conferences ECP Closed
April 1	School Noon Dismissal – Holy Thursday ECP Closed
April 2	School & ECP Closed – Good Friday
April 5 – 9	School & ECP Closed – Spring Break
May 28	Noon Dismissal – Last Day of School ECP Closed