



BEFORE/AFTER CARE PROGRAM HANDBOOK 2018-2019

Our Lady of Lourdes School
420 East Fee Avenue Melbourne, Florida 32901
Cell Phone: 321-431-4769; FAX: 321-723-7408

Dear Parent or Guardian,

Welcome to OLL's Before/After Care program. The mission of our program is to provide students with:

- An inclusive child care program that is safe and nurturing in a comfortable environment.
- An enriching program that promotes the physical, intellectual, emotional and social development of each child.
- An environment designed to foster self-esteem and develop an appreciation for the dignity of each person

Your child will have the opportunity to have a snack, do their homework with assistance, and then participate in several activities. The program offers parents a safe, familiar, and loving alternative environment during hours when home care is not possible. We thank you for your confidence in us, and we will do our very best to meet your expectations. If you have questions or concerns, please let us know.

In God's love,
Ms. Donna Witherspoon

"Our Lady of Lourdes School exists as a ministry of the Catholic Church to proclaim the Gospel message. Recognizing that each person is a unique creation of God, we endeavor to provide a strong spiritual, academic and emotional foundation enabling students to realize their full potential."

What is Before/After Care? As a service to parents, the Before/After Program allows children to remain at school under supervision when parents are unable to pick them up at dismissal time. When school is not in session during In-Service and holidays, Before/After Care is not provided.

Hours Before School: 7:00 a.m. - 7:45 a.m. Any child arriving prior to 7:30 a.m. will be charged a \$4.50 fee.

After School: Dismissal - 6:00 p.m. After Care employees are scheduled until 6pm.

School Policy: It is school policy that teachers do not keep children in classrooms after school. Such requests of teachers are unfair to the teachers and to those families who follow procedure. No student may be on campus unsupervised including waiting for sporting activities. If you are late, your child(ren) will be checked in to After Care.

Discipline: As an integral part of Our Lady of Lourdes School, the Before/After Care Program adheres to the policies set forth in the Our Lady of Lourdes School Parent and Student Handbook. If a problem arises between or among children, the teacher in charge should be advised. A call to the office is also an option. No parent should seek out and reprimand a child. By contacting the teacher in charge, the chain of command is respected and we can avoid frightening and confusing youngsters and causing greater difficulties. Please take all concerns to the principal.

Daily Activities and Programs: Children need time after school to relax and socialize. For this reason our planned activities are designed to meet this need. There is, however, time set-aside for homework for Grades 1-8. The ages and grades of students dictate the length of the study period. All children are encouraged to participate in this quiet study time. **Cell phone use is strictly prohibited by students while they are on campus.**

Daily Release Procedures: Update phone numbers as well as names of anyone new picking up your child on a regular basis.

Dismissal Procedure: There are three areas of student dismissal.

1. Carline Student Pick Up until 3:15 p.m.
2. Tech Center Pick Up: 3:05 - 3:15 p.m.
3. After Care – A staff member meets and takes students directly to their assigned After Care classrooms.

***Any child not picked up in the Car Line or at Parent Pick Up by 3:15 p.m., will be signed into After Care and the parent billed accordingly.

Late Sign-In: A registered child reporting to the After Care Program after practices or activities on campus must be escorted and signed-in by the activity's adult in charge at the proper sign-in area. That same adult then escorts children to the proper age designated after-school area. For non-registered students who are in attendance because of the supervision policy, charges are assessed if the child is not picked up within fifteen minutes of the end of the practice.

Fees

The Our Lady of Lourdes Before/After Care Program is not subsidized by the parish or school and is therefore totally dependent upon fees. Families are charged only when their student(s) attend(s) Before/After Care.

At the Before Care Program drop-off, child attendance is recorded by your signature. After school, child attendance is recorded by your signature. Daily fees for attendance are billed and emailed weekly. A statement is sent monthly.

Morning Rates:

7:00-7:45 a.m. \$4.50 per child.

After School Rates:

\$4.50 per child, per hour, or any portion thereof.

****If your balance is 30 days past due, your child(ren) will not be able to attend Before/After Care until the total balance is paid in full.**

ACCEPTABLE USE POLICY

The Diocese of Orlando recognizes that the Network/Internet and other emerging technologies allow authorized users access to immense information globally. The Diocese of Orlando's goal in providing technology to authorized users is to promote professional excellence, innovation, and communication. The Diocese of Orlando is committed to protecting its users from illegal or damaging actions.

Diocesan schools shall follow the Diocesan Network Acceptable Use Policy regarding the use of technology and the Internet. Accessing the Internet on Diocesan property or using Diocesan equipment, the user accepts the terms and conditions of the Diocesan Acceptable Use Policy, and expressly waives any privacy rights.

Cell Phone Usage

If students need to make a phone call during school hours, they are expected to use the school office phone. **Student may not use cell phones for any purpose while on campus; this includes Before/After Care, without the permission of the school administration.** If a student brings a cell phone to school, the cell phone **must be** turned off during the school day and kept in the student's book bag. Students bring cell phones to school at their own risk, and the school is not responsible for damage or theft.

The same restrictions apply to Apple iWatches, Fitbits or other smart watches, iPods or other music players, DVD players and other similar electronic items. Please refer to the Acceptable Use Policy for more detailed information. If students are using an electronic device to read with, the student is not allowed to activate or use the 3G/4G wireless capability unless directed to do so by the teacher. Any electronic device that a student's brings to school must be free of offensive games, apps, and videos. Students must fill out and turn in a signed BYOD contract prior to using a device at school. **Students are not allowed to wear headphones around school campus.**

Medical documentation MUST be provided to support the need for assistive technology.

After Hours Fee:

Staff members are employed only until 6:00 p.m. For this reason, fairness demands that when late pick-ups are necessary, caretakers be paid directly for their time. A late fee of \$1.00 per minute, per child until 7:00 p.m. is assessed. Late fees not paid at time of pick-up are billed. In case of an emergency or unavoidable delay, contact the school office during the school day at 321-723-3631 or **After Care Cell Phone: 321-431-4769 after 3:15pm.** This call does not negate the late fee, but it will eliminate needless worry for your child and for those responsible for his/her safety. The Melbourne Police will be called for any student not picked up by 7:00 p.m. and taken to the Melbourne Police Department located at 650 N. Apollo Blvd., unless we are notified of an emergency.