



Our Lady of Mr. Carmel  
Cedar Avenue  
Berlin, NJ 08009

# After School Program

## Parent Handbook

Our Lady of Mt. Carmel After School Program aims to provide to our students:

1. A safe, healthy, familiar environment
2. A dedicated staff providing caring supervision
3. A consistent group of playmates
4. Fun

### **After School Session 2:15 – 6:00 pm**

Children will report to the gym after school. Attendance will be taken to ensure that every child scheduled is present. A snack will be served every day after school. If your child gets exceptionally hungry after school, you may send something extra for them to eat.

### **Early Dismissal Days**

When school closed for early dismissal (ex. half day or sudden snow), the after school program will automatically open to accommodate the children. *Please note that lunches will not be served at school on early dismissal days, so please make sure your child has packed a lunch for after school.* A snack will be provided.

### **Emergency Closings**

If school should be dismissed early because of snow conditions, the program will automatically open until 6pm, unless a “State of Emergency” is declared. When school is canceled the program will be closed. In this event, you will be credited for that day in the following week.

### **Full Day Closing**

When OLMC/SAA is closed for holidays or vacations, the After School Program is closed. You will not be billed for such days.

### **Financial**

Payments are due on **Tuesday** for the following week. Payments may be made by check or money order only. **Cash is not accepted.** Please note on the check or money order the days that your child will be attending. When we receive the weekly schedule, a master list is compiled, and the teachers are notified on Monday morning. To avoid confusion, please be certain we have the schedule on time.

**Completely fill out all forms and return it to the school one week in advance with payment. If payments are not received by Tuesday of the previous week your child/children can not be in the program the following week. Late payments and registrations will not be accepted.**

### **Regulations for Payment**

**No refunds or credits will be given for missed scheduled days.** Money is credited only in the case of extended illness which is to be documented by a doctor's note. ***The program closes promptly at 6pm.*** A late fee of \$10.00 for every 15 minutes after 6pm will be issued. No Exceptions. No prorated charges will apply. There is a \$35.00 returned check fee.

### **Discipline**

All students are expected to listen and follow directions from the Adults in the Program.

Steps to ensure proper discipline:

- 1: Give child verbal warning
- 2: Re-direct child to a new activity to change the focus of behavior.
- 3: Time out, one minute for each year of the child's age allowing time for the child to regain self control.
- 4: A written report will be documented.
- 5: Parents will be contacted by phone about discipline.
- 6: Withdrawal of child from After School Program if problem continues.

### **Play Time**

If your child is wearing the hard soled school shoes, we would like for him/her to bring a pair of OLD sneakers to wear. They should be placed in a plastic bag and both bags and shoes marked with the child's name. The children can change shoes in the gym before play time. Their school shoes should be placed in a plastic bag and put into their book bag.

### **Homework**

When snack is over, all students will be given quiet time for homework. Parents need to check child's assignment books to ensure that homework is done properly and to review for tests.

### **Clothing**

Please label all items of clothing with your child's name.

### **Important Information**

No child will be released to anyone except those listed on the authorized pick up form. ID must be presented if other than parents.

No medication will be administered without written permission from the parent. Medication must be brought in original prescription bottle.

Two week's notice must be provided for program withdrawal.