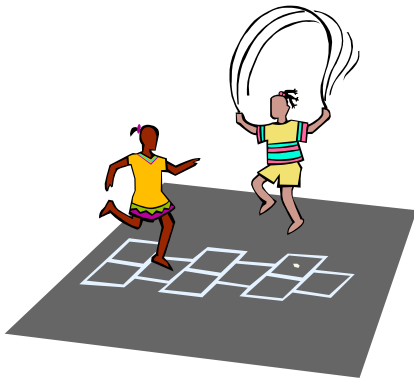


Mary, Queen of the Holy Rosary Afterschool Care

Parent Manual 2014-2015



Phone – 859-277-3030 Ext. 217
PLEASE READ THIS MANUAL

Mary Queen Afterschool Program

The Mary Queen afterschool program will provide a safe, nurturing environment in which children can develop physically, mentally, emotionally, and spiritually. The children will be provided with a variety of age-appropriate activities encouraging growth in these areas.

Participation in the Program

In order for children to participate in the afterschool program, the following is required:

- 1) Registration forms must be completed in their entirety.
- 2) A current immunization must be on file in the school office.
- 3) Advance notice is recommended for drop-in use, and all registration forms must be completed immediately.
- 4) Any changes to days of participation must be put in writing by completing a new registration page.

Program Hours

Monday – Friday, 3:00 pm-6:00 pm. The program is open when school is in session for full days. The afterschool program is CLOSED on days when school is not in session or dismissed early due to planned days off or inclement weather.

Enrollment and Payment

The following chart is for all students. Prices reflected are per month.

Number of Days/Week	Days	One Child	Two Children	Three Children	Four Children
5	N/A	\$186.00	\$298.00	\$391.00	\$447.00
4	M T W T F	\$162.00	\$250.00	\$323.00	\$360.00
3	M T W T F	\$121.00	\$187.00	\$243.00	\$270.00
2	M T W T F	\$96.00	\$140.00	\$162.00	\$182.00
1	M T W T F	\$48.00	\$70.00	\$81.00	\$92.00

Payment for the first month is due at time of enrollment.

Payments and Late Charges:

1. Afterschool Care rates are paid monthly, in advance, and due by the first business day of the month. Payment not received, in-full, by the 10th of the month will incur a late fee of \$25.
2. Afterschool Care payments are to be mailed to the MQHR lockbox (or dropped in the church collection basket).

3. Drop-in charges of \$15 per child/per day and are incurred for the use on days your child is not enrolled. Drop-in rates will be billed at the end of each month.
4. Fees are based on enrollment, not attendance. Charges will be incurred according to the predetermined number of days your child is committed to attend. NO adjustments will be made for absences due to illness, vacation or emergency closings.
5. A maximum number of children are permitted, due to state laws, in the afterschool program at Mary Queen of the Holy Rosary. We do not anticipate exceeding this number, but should it arise, priority will be given to enrolled participants and on a first-come, first-serve basis.
6. A late pick up fee of \$1.00 per minute is paid directly to staff at the time of pick-up. The clock in the cafeteria will be used to determine the time.

Sign-In & -Out

All students are signed in daily by the afterschool staff but MUST be signed out by the adult picking the child up. If a child needs to go to an extracurricular activity, a designated person must sign the child out and back in if the child returns. Prior to being released for extracurricular activities, a parent must complete a pick-up authorization form. This can be obtained from an afterschool staff member. Anyone unknown to the staff will be required to present a picture ID before a child is released to them. This includes parents until staff recognizes them.

Health Policies

If at any time during the day a child becomes ill, the parent will be notified to pick up the child. If a parent cannot be reached, the emergency contacts will be notified. Refer to MQHR School Handbook for a complete list of symptoms and conditions.

Administration of Medications

We must have written daily permission to administer medications. Please complete a medical form located in the school office and send medication in the original bottle. Be sure to include time and amount to be given. Medication will be stored in a locked cabinet in the health room.

School code of conduct applied to all students in the Afterschool Program. Please refer to MQHR School Handbook review with your child.

Daily Activities

Children participating in the Afterschool Program will have the opportunity to engage in a variety of activities. Activities could include, but are not limited to, Arts & Crafts, Math/Science, games etc. All children will have an opportunity for outdoor play, weather permitting. Please be sure they have the appropriate clothing. Children will have designated time to work on their homework. Please be sure to remind them to bring necessary supplies.

Director's Contact Information

Michelle Cobb

Email- mcobb@mq.cdlex.org

Phone-859-277-3030

Parent Agreement Form

I have read the Afterschool Care Parent Manual and agree to the rules and regulations of this program.

Parent Name Signature _____ Date _____

Student Name _____

Outside Permission

I give permission to the Mary, Queen of the Holy Rosary Afterschool Program to take my child, _____, to the blacktop lots and grassy areas around the school. I understand that my child will be walking with the group and afterschool staff daily, weather permitting.

Parent Name Signature _____ Date _____

Student Name _____