

Eagle's Enrichment Experience Handbook 2017-2018

9900 E. 191st Street

Our Lady of Grace Catholic School

Noblesville, IN 46060

After School Program at Our Lady of Grace

Our Lady of Grace Catholic School Purpose Statement

To provide Spiritual Guidance for God's Children through Religious and Academic

Education where: Excellence is expected

Discipline is understood

Family is valued

Social Awareness is strengthened



Hours of Operation:

Monday through Friday

Before Care

Preschool-8th grade

6:45am to 7:30am (Library)

After Care

Preschool-8th

3:00pm to 6:00pm

In Library, Gym, Art Room, and Preschool Room 4

Dear Parents,

- Eagle Enrichment Experience is happy to offer extended care for our families.
- Extended care is available to all students from pre-school through eighth grade.
- We have several objectives that serve as guidelines for the program.
 - a. First and foremost we provide and ensure a safe and nurturing environment for your children.
 - b. We will ensure that your children's time with us is enriching and fun.
 - c. We will offer academic support with homework.
 - d. We will have a fun-filled day planned.
 - e. If your child will be involved in after-school activities, please let us know so that we can incorporate it into our day.
- Please note we will **not** be open on non-school days.
- Please feel free to stop in and observe anytime what our program has to offer. All inquires should be forward to schooloffice@ologn.org

Eagle's Enrichment Experience

Daily Extended Care Schedule

6:45am-7:30am

Before School Care: reading, puzzles, coloring

3:00pm-6:00pm

After Care: Preschool students in preschool area until numbers become small enough to move

3:15pm

After Care: K-8 children will be dismissed to the gym

3:15pm-3:20pm

Check in K-8

3:20pm-3:30pm

Snack in the gym - K-8.

3:30pm-4:00pm

- **Time to work on homework will be offered to all grades in the media ctr.**
- **Kindergarten thru 2nd will be in the gym for playtime**
- **3rd - 8th in library, or Tech Room on Wednesday**

4:15pm-5:00pm

- **Kindergarten & 1st in library or outside for free play**
- **2nd thru 8th in gym or outside for free play**

5:00pm-6:00pm

- **Games, coloring, and reading in library for Pre-8 students.**

We will be CLOSED on the following days:

September 4-Labor Day

September 18 Teacher In-service

October 16-20 Fall Break

November 22-24 Thanksgiving Vacation

December 23-January 5 Christmas Vacation

January 15- Martin Luther King Jr. (Flex Day)

February 20-Presidents Day (Flex Day)

March-30 Good Friday

April 2- Easter Monday

April 6-13 Spring Break

May 28-Memorial Day

May 31-Last day of school

Calendar: The calendar year for registration fees runs from August to May.

Admission Requirements: Each student, whether full or part-time, must turn in the proper paperwork and registration fee. The annual registration fee and proper paperwork are due on or prior to the first day of attendance.

Discipline Policy: The staff shall never use corporal punishment or other harsh or unusual punishment. No child shall ever be subjected to verbal abuse, humiliation, or neglect. Punishment shall not be associated with food. A brief "time out" may be used if necessary. We have a behavior report that will be completed and signed by the child, staff member, and parent. **Continued misbehavior or failure to follow rules will result in dismissal from the program.** Communication between the staff and parents is a vital component of our program.

Medical Information: To dispense medications to a child, we **must** have a physician's written order for the specific medicine and dosage instructions. If a child has diarrhea, fever of 104 degrees or over, vomiting, or unidentified rash, the parents will be notified and must arrange for immediate pick-up of all ill children.

Sign In/Sign Out Policy: No child will be released from the program with an unauthorized person. If someone other than a parent is signing out a child, Eagles' Enrichment must have written parental consent. In addition, the Eagles' Enrichment staff will check a picture ID prior to releasing the child. The staff will sign in all children as they arrive and the child's time out. The parent will then sign verifying that the times are accurate. Billing will be based on these verified times. Reminder: the drop in rate is \$10.00 for any part of an hour.

Payment: Payment is due on the **first** day of service of each week or month, depending on how you would like to pay. Drop-in will be charged at a rate of \$10.00 per hour, payment is expected for any child who is signed in after 3:15. A \$10.00 late fee may be applied each week on delinquent accounts. **We will not be able to continue service for individuals who do not pay the required tuition.**

*Returned checks are subject to an additional \$20.00 service charge.

*A two week notice is required to withdraw your child from our program.

***Late Pick-up fee is \$1.00 per minute after 6:00pm, payable directly to the caregiver on hand.**

Eagle's Enrichment Experience 2017-2018

Extended Care Program

Registration Agreement (317)379-9901

Schedule: (Please circle your schedule) you will be billed according to this schedule. If there are any changes please notify us in writing at least two weeks in advance.

Full Time: M T W Th F

Part Time: M T W Th F

Before School Care: M T W Th F

Child's Name: _____

Birth Date: _____ Grade entering in the Fall _____

Mother's Name: _____ Father's Name: _____

Address: _____

Daytime contact number: _____ Cell: _____

Email address: _____

My signature indicates that I have read the above statements and agree to comply with them.

Mother's signature

Father's signature

Eagle's Enrichment Experience

Preschool-8th Extended Care Rates

Annual supply fee-\$55 per child (non-refundable) not to exceed \$110.00 per family.

Before School Care 6:45am-7:30am in the Library

\$2.00 per day for the first child

\$1.00 each for additional children

After School 3:00pm-6:00pm

\$8 for the first hour

\$12 **total** for anything over an hour - first child

\$11 **total** for anything over an hour - second child

\$10 **total** for anything over an hour - third child

Fourth child Free

Includes a snack

We are pleased to be able to offer before school care at Our Lady of Grace. It will be located in the Library from 6:45am-7:30am. For those of you who do not register for before and after school care, payment is due at the time of service. You may either pay at the beginning of each week or each day. The cost is \$2.00 per child per day for any part of the morning. Any child dropped off prior to 7:30am will be sent to before school care and charged.