



After School Care Handbook 2023—2024



Our Lady of Sorrows Catholic School

1946—2023

A Tradition of Excellence Centered on Jesus Christ
for 77 years



1100 Gumwood Ave
McAllen, TX 78501
www.olssnet.org



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Dear Parents,

The following material is presented as an ongoing handbook for Our Lady of Sorrows After-School Care Program. We have tried to include all the information considered important to your child's safety and for the basic operation of the program, but we realize some things may have to be modified or changed.

As the year progresses we welcome your suggestions as we work together to make this a happy and worthwhile experience for both, children and families.

Sincerely,

Dr. Israel Martinez

Principal

After School Care Program

The After School Care Program is not a daycare or babysitting service and does not take occasional drop ins. Children must be fully registered in the program to attend. It is open from 3:00 p.m. until 5:30 p.m., each school day, and provides supervised care, homework time, and recreational and enrichment activities. It serves working families who desire both parochial school education and supplementary care in a Christian environment for children enrolled at Our Lady of Sorrows Catholic School in Pre-Kindergarten through Eighth grade. ***The program gives priority to single working parent families or dual-working parent families.***

The After School Care Program is under the direction of the Principal and a committed staff. The staff works together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding for others is realized.



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Parent Responsibilities: Safety / Emergencies

With the children's safety and well-being in mind, it is most important that the parent fills out an emergency card, and then adheres to the instructions given.

One of the most important regulations concerns the child's leaving the premises of the After School Care (ASC) Program.

- ◆ Parents or guardians should not take children from the schoolyard or other areas without notifying ASC staff and having the staff sign out the child.
- ◆ ASC personnel do not allow children to leave in unknown vehicles or with adults not on the approved emergency pick-up list.
- ◆ Should a student leave campus without specific permission from the parent in writing, the student will be dismissed from ASC.
- ◆ Parents or guardians may wish to telephone ASC asking that their child be directed to go to various places after school. As there is always a possibility that a person other than a parent or guardian might telephone, such requests are not granted unless we can positively identify the person calling.

Illness or Accident

In cases that appear to be of a minor nature, first aid is administered on the premises, as all our school staff are CPR & First Aid certified. (Medication is not administered by mouth unless both a written statement from a physician detailing method, amount, and time schedule, and a written statement from parent authorizing the staff to assist a child in taking such medication are on file.)

In cases which appear serious, the Program Coordinator will carry out the instructions as given on the Emergency Card. ***Parents are expected to make the necessary arrangements for taking sick children home. The ASC Program does not transport children home.*** If the home does not supply adequate emergency instructions, or if instructions given cannot be followed at the time of the emergency, the Program staff will act according to their best judgment for the welfare of the child.

Homework

ASC begins with a snack, after which homework time is scheduled, then time to relax. It is the child's responsibility to acknowledge his/her assignments and then to use the resources available to complete their homework.

The ASC program begins

Monday, August 21, 2023

3:00 pm - 5:30 pm

\$125.00 per month, per child



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Expectations: Children's Behavior

As members of a caring Christian community, children are expected to respect the staff, each other, their environment, and any provided materials.

- ◆ They must not leave the area, building or grounds without explicit permission from ASC Program staff.
- ◆ Refusal to follow the school's discipline code will result in removal from the program.

Fees / Late Pickups

Fees are the sole support of the OLSS ASC Program and provide the salaries and resources for its personnel.

The ASC Program has ***one flat rate that is not pro-rated***, regardless of time child is picked up, and is paid August through May.

If a parent or guardian fails to meet the ASC Program fee payment due on the first of the month and payable by the fifteenth, the child is not allowed to continue in the program.

ASC Staff members are employed until 5:30 pm. It is only common courtesy to respect the time of closure. A \$10.00 fee for every 5 minutes past 5:30 pm is assessed for late pickups. This fee is added to your account.

Consistent late pickups will be dropped from the program at the Principal's discretion.



After School Care Program Application 2023—2024



Student	DOB	Grade
1.		
2.		
3.		
4.		
5.		

List authorized persons who may pick up your child. A copy of their driver's license must be on file for proper identification.

Name	Phone #
1.	
2.	
3.	
4.	
5.	

I certify that I meet the criteria as a single working parent or both parents in the family have full-time employment.

Signature _____ Date _____

The After School Care Program has ***one flat rate***, regardless of time child is picked up, and is paid August through May.

3:00 pm - 5:30 pm | \$125.00 per month, per child

A \$10.00 fee is assessed for every 5 minutes past 5:30 pm for late pickups. This fee is added to your account. Consistent late pick-up will result in program denial.