



After School Program Policy

NEA
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920 Trapelo Road, Waltham, MA 02452

Tel: 781-899-0353 Fax: 781-891-8734 www.ourladyacademy.org

Student Name 1 _____

Student Name 2 _____

Student Name 3 _____

Student Name 4 _____

I hereby give my sons/daughters listed above permission to attend the Our Lady's Academy After School Program. I hereby release Our Lady's Academy and its employees from being held responsible for any injuries or medical expenses in the event an injury is sustained during the program.

Furthermore, I release the staff at Our Lady's Academy After School Program from liability for any act or omission conducted in the course of rendering such care to my son or daughter.

The medical health information provided on the Health History Information sheet is correct to the best of my knowledge and the child has permission to engage in all activities; except as noted by myself or the child's physician. If I cannot be reached in the event of an EMERGENCY, permission is given to hospitalize, secure proper treatment for and to order injection, anesthesia, or surgery for my child/ren as named above. Our Lady's Academy After School Program will send the child to Newton Wellesley Hospital Emergency Room (by ambulance, if necessary) for treatment.

Should my child's medical needs change between the time period of registration and my child's participation in this program, I am responsible for notifying Our Lady's Academy After School Program office.

Arrival and Dismissal of Children A staff person will take attendance at the beginning of the program. You agree to contact the After School Director at 781-899-0206 if your child will not be attending or will be late in attending any day for which he/she is registered. If your child is going home with a friend at the end of the school day or at the end of the After School Program, taking a bus/taxi home, or is being picked up early during the school day, you agree to let the After School office know via a phone call or a note before the After School Program begins for that day.

If someone other than a parent or guardian will be picking up your child, you must give authorization above. For your child's safety, we cannot release him/her to any unauthorized person. If anyone other than a parent/guardian or person authorized above needs to pick up your child, written notification to the After School Director must be provided and the person must present a picture ID before the child will be released.

Promptness at daily pick-up time is essential. A Late fee will be charged each time you pick-up later than your agreed upon time. If you are late for a 2:30 pick-up (half-days only), you will be charged the 4:30 rate. If you are late for a 4:30 pick-up, you will be charged the 6:00 rate. If you are late for the 6:00 pick-up, you will be charged a \$20 late fee. Parents/guardians will also be asked to withdraw their child(ren) from the program if children are repeatedly picked-up late.

I have read and agree with the After School Policy stated above.

Parent/Guardian Signature

Date

Print Name

OUR LADY COMFORTER OF THE AFFLICTED PARISH

