



## Little Saints After School Program Policy

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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 \_\_\_\_\_

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. If an ambulance is called, the Our Lady's Academy After School Program will have the child transported (if needed) to the appropriate treatment facility deemed necessary by the attending EMS personnel.

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.

### Payment Policy

- The monthly pre-payments (based on your enrollment option) are **due on the 1st of the month**, for the **the upcoming month**. . The first payment is due **September 1st** and last payment is due **June 1st**.
- There is no pro-rated fee scale. No refunds for early pickups or missed days.
- There are no refunds for a child's absence from after school for ANY reason.
- No charges for school vacation, holidays, or snow days.
- Failure to submit a timely payment **will** result in your child being un-enrolled from the program and late fee charges (\$20 per month).
- Balances from previous after- school years must be settled **in full** before the child can be enrolled in the After School Program.
- Any bank fees due to returned checks will be added to your invoice.
- A 1 week written notice is required for all major changes/cancellations to your child's enrollment
- Checks are made payable to **Our Lady's Academy**.

### Cancellation Policy

One week written notification is required for all major changes/cancellations to your child's enrollment.

**Discipline:** All students are expected to follow the same guidelines as established in the Student Handbook. Respect will be shown for the staff, other students, and school property. Repeated disciplinary problems will be subject to dismissal from the program.



**Homework:** A portion of the program is designated homework time (except Fridays), where students may work on their assignments. Although the staff will try to help with any questions, this is not to be considered a tutoring session. The responsibility of homework lies primarily with the child and parent. Parents should check any homework done during this time. Of course, we will encourage the children to do their homework, but we cannot force any child to sit and work.

**Pick-Up Policy**

Enter the main entrance of the school (near the flag pole ) and use the “after-school” buzzer. All parents must **first** report to the after-school office (room 102, near cafeteria). Then sign-out your child(ren) using the swipe key system, before picking up and check out with one of the staff members.

**All Pre-K and Kindergarten children will remain in their classrooms for after-school until 4:30pm.** At 4:30pm they will be escorted from their classrooms to the cafeteria.

Please note that these sign-out procedures are to ensure the safety of the children. If you neglect to check out in the after school office, **the check out time will default to 6pm.**

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.

**Alternate Pick Up Authorization**

If someone other than a parent or guardian will be picking up your child, you must give written authorization and notification to the After School Director. For your child’s safety, we cannot release him/her to any unauthorized person. If anyone other than a parent/guardian or person pre- authorized 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. To contact the after school office, please call **781-899-0206.**

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name