



Our Lady of Hope Catholic School
Extended Day Care Program
46633 Algonkian Parkway Potomac Falls, VA 20165

2021-2022 School Year

Registration Fee

\$50.00 Registration fee per family (payment via check payable to Our Lady of Hope School) due with registration forms by August 13, 2021.

*Spaces are on a first come, first serve basis.

Contract Users

- Children who use the Extended Day Program on a regular basis one day or more per week.
- Completed registration forms and registration fee must be submitted simultaneously for complete registration in program.
- Payment will be determined by the School Office. The number of days per month, along with the number of children attending, will be factored into the contract rate. (See chart below.) Invoices are sent home the first Friday of the month.
- If your child is absent from the Extended Day Program for sickness or vacation, a regular payment is still due.
- A written notice must be given to the School Office, at least two weeks in advance, in order to change the Contract in any manner.
- A late fee of \$10.00 will be applied to any payment received after due date.

Payment Structure for Contract Users

5 Days Per Week (Monthly Cost)

<u># of Children</u>	<u>Before Care</u>	<u>After Care</u>	<u>Before & After Care</u>
1	\$150	\$350	\$500
2	\$225	\$600	\$775
3 or more	\$275	\$750	\$1000

Example: If you have 2 children attending just the After School Session, 5 days a week, your monthly cost would be \$600.00

Payment Structure for Non-Contract Users

Parents/Guardians who have an emergency and/or occasional need for child care before or after school may use the Extended Day Program. (Please see the Extended Day Packet available on the Forms and Downloads page of the School website). Those who need childcare on a regular basis must contract with the program. **The \$50.00 Registration Fee and Drop-in Rates will be applied upon the first program use.**

Due to staffing requirements (22 VAC 15-30-440) drop-in placement can not be guaranteed and will be offered on a first come/first serve basis. Please notify the Extended Day Director (aharmon@ourladyofhope.net) or the School Office (703-433-6760) at least 24 hours prior to drop in if you need to use the program. Drop-in is determined on availability and capacity of After Care.

Drop-in Rates

<u># of Children</u>	<u>Before Care</u> (drop-in before 7:45am)	<u>After Care</u> (drop-in after 3:30pm)
1	\$10	\$15 per hour
2 or more	\$15	\$20 per hour
3 or more	\$20	\$25 per hour

A late fee of \$1.00 per minute, per child will be charged for every minute after the 6:00 p.m. (3:00 p.m. on early dismissal) closing time.

*Rates effective as of 08/13/2021 and are subject to change.

Late Pickup from School Office

If a child is not registered in the Extended Day Program, a \$50.00 Extended Day Registration Fee will be billed in addition to the office fees below after the second late pickup from the school office. (A late pickup is considered any time after 3:15 PM on regular school days, or 12:00 PM on early dismissal days.)

*** PLEASE NOTE: Your child will be waiting in the school office. The completion and return of the Extended Day Registration forms included with your office invoice will be required upon payment.

The fee schedule is as follows:

Full Day:

3:15pm - 3:30pm: \$10.00 + \$50.00 Registration Fee
3:30pm - 3:45pm: \$20.00 + \$50.00 Registration Fee
3:45pm – 4:00pm \$30.00 + \$50.00 Registration Fee
Hours following: \$20.00 per hour

Half Day:

12:00pm - 12:15pm: \$10.00 + \$50.00 Registration Fee
12:15pm - 12:30pm: \$20.00 + \$50.00 Registration Fee
12:30pm – 12:45pm: \$30.00 + \$50.00 Registration Fee
Hours following: \$20.00 per hour

Upon the third late pickup, a child will be placed in the Extended Day Program and Drop-In Rates will be applied. Your child will then be waiting in Extended Day if there is room.

Report cards and final transcripts will be withheld until all fees have been paid.

Hours of operation:

Monday through Friday: A.M. 7:00 – 8:00 P.M. 3:15 – 6:00

After Care operates on Early Dismissal Days from 12:00 PM to 3:00 PM unless there is no After Care.

Policy Information and Procedures

Our Lady of Hope Extended Day Program provides high quality childcare in a loving, safe, and Christian environment. The program is managed by a Director supported by dedicated and devoted staff members. The students participate in a variety of activities including outdoor and indoor games, arts and crafts, movies; and holiday celebrations. Time is also provided for homework and reading.

INSURANCE

The Extended Day Program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy.

TAX INFORMATION

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the program staff will complete and return to the parent any W-10 that is submitted, provided Part II is already completed by the parent.

PHILOSOPHY AND GENERAL INFORMATION

Our Lady of Hope Catholic School offers an Extended Day Care Program on days when the school is in session for students currently enrolled in the school's academic program. This program is an extension of the school and adheres to the same philosophy and handbook regulations. Each student is treated as a Child of God, and Christ is the center of the program.

SPONSORSHIP

Our Lady of Hope Catholic School in cooperation with Our Lady of Hope Catholic Parish sponsors the Extended Day Program. The Office of Catholic Schools and Our Lady of Hope Catholic School Administration formulate policies jointly in accordance with the licensing requirements of the Commonwealth of Virginia. The day-to-day operation of the program is the responsibility of the Director in consultation with the School Principal. The Director, with the approval of the School Principal, makes organizational decisions. Ultimately, final responsibility for the program rests with the School Principal, who reports to the Parish Pastor.

REGISTRATION

All students in the program must have a *Child Registration Form*, *Emergency Care Form*, *Extended Day Program Use Form* and *Parent Acknowledgement Form* on file for Extended Day Care Program. These forms are attached.

DAILY OPERATION

DAYS AND HOURS OF OPERATION

The Before School Care Program begins the first day of school. The Extended Day After School Program begins the second day of school. It will operate on all scheduled school days with the exception of the days listed. The morning session begins at 7:00 a.m. The afternoon program begins when school dismisses and closes at 6:00 p.m. **On early dismissal days, the Extended Day Program will close at 3:00 p.m. There is no Extended Day Care Program on the first day of school, the Friday before Labor Day, the Tuesday before Thanksgiving Break, the last day of school before Christmas vacation, Holy Thursday, the Friday before Memorial Day, and the last day of school.**

STAFFING

The staff includes a Program Director and Child Care Supervisor. The student/staff ratio shall be no larger than 18 students per staff member. Each staff member meets the educational qualifications recommended by the county and state. According to NVCA all staff members are required to present a physician's certificate stating that they are free from any communicable disease or other disability that would prevent them from caring for children.

DRESS

All children are encouraged to wear play clothes to avoid getting school uniforms dirty and have sneakers to play in the gym on days when outdoor play is not possible. The children may bring an extra pair of sneakers to school on a daily basis. Children in grades Kindergarten through 8 may bring clothes to change into after school. All clothing must be marked with your child's name.

SNACK AND LUNCH

During the afternoon session, a nutritious snack and milk/juice will be provided which adhere to USDA guidelines. Parents are asked to notify the school in writing of any food allergies, as the school is providing the snack. Although milk will still be provided on regularly scheduled early dismissal days, children must bring their own lunch.

FOOD BROUGHT FROM HOME

If parents prefer, children may bring a snack from home. In order to ensure the health and safety of all children, the Extended Day staff asks for your cooperation with the following policies regarding food brought from home:

- Any food from home should not require refrigeration or any special care.
- All food should be properly wrapped and labeled (**Name and Date**)
- Since many children have special diets to prevent allergic reactions, your child should not share any food with anyone.

PICK-UP AND DROP-OFF PROCEDURES

SIGN IN AND OUT PROCEDURES

When children arrive in the morning, they must be accompanied by a parent to the door. Children attending the program in the afternoon must be signed-in by a staff member.

When departing the Extended Day Program, a parent must sign-out his/her child. All children must be picked up no later than 6:00 p.m.

LATE ARRIVALS

Children arriving to the Extended Day Program from any other program/after-school activity must be accompanied by an adult. It is the responsibility of the parents and/or after-school activity director, **not** the Extended Day Program staff, to arrange for children to be brought to the program.

LATE PICK-UP

If a child has not been picked up from Extended Day Program by 6:00 p.m. and the school has not been notified as to why the child remains in the program, the following procedures will apply:

- Parents will be called at home and/or work.
- Emergency contacts will be called.
- If no one can be contacted and the child remains in Extended Day Program until 6:30 p.m., Loudoun County Child Protective Services will be called.

Three late pickups within a school year will result in dismissal from the Extended Day Program.

If someone other than the parent is to pick up the child, the Program Director must be informed via a written note sent with the child or email. This person must show an ID before any student will be released to him/her. The Extended Day Program is not responsible for children before they are signed in, in the morning, or after they are signed out.

FEES AND CHARGES

All payments must be made via FACTS with the exception of the initial registration fee, however, each family will receive an invoice with their monthly charges via Friday Folder or in person. A late fee of \$10.00 will be applied to any payment received after due date.

Parents are requested to be prompt when picking up their children. **A late fee of \$1.00 per minute, per child** will be charged for every minute after closing time. Although telephoning that you will be late is appreciated, a late fee will still be charged.

HEALTH AND SAFETY REQUIREMENTS

The Extended Day facilities are inspected on a regular basis by the Loudoun County Fire Department and Health Department for health and safety issues. The children also participate in monthly fire drills. All employees are required to have a current record of negative Tuberculosis test and a Criminal Record check. Staff members also participate in classes and in-services on child care subjects concerning safety and health issues. In addition, they inform the children of the rules and make sure that they behave in a safe manner.

CHILD ABUSE

In order to protect a child from harm, all staff members are required by law to report any concerns of child abuse to the local Department of Social Services or to the Child Abuse and Neglect Hotline.

ILLNESS, CONTAGIOUS DISEASE AND BITING

Any child who has the following: a temperature of over 100 degrees, diarrhea, vomiting, or has bitten anyone will be sent home within one hour. A child must be fever free for 24 hours without fever-reducing medication before returning to the Extended Day Program.

PARENTAL NOTIFICATION OF INJURY

Any time there is a serious accident or injury at the Extended Day Program, the parents will be notified immediately. If the injury is minor, the parent/guardian will be notified at the end of the day. A complete accident report will be completed and signed by both the parent/guardian and the Director.

INCLEMENT WEATHER

In the event of inclement weather, it is the parent's responsibility to subscribe to Loudoun Alerts, listen to the radio or TV stations for **Loudoun County Public Schools** announcements concerning closings, late openings, and early closings. In order to keep all children, parents, and staff members safe during inclement weather, please note the following inclement weather policies:

CLOSING

If school is closed for the day, there will be **NO** Extended Day Program.

LATE OPENING

If school opens **one** or **two** hours late due to inclement weather, Extended Day Program will open as follows:

One hour late school opening – The Extended Day Program will open one hour later than the usual time. It will open at 8:00 a.m.

Two hour late school opening – The Extended Day Program will open two hours later than the usual time. It will open at 9:00 a.m.

EARLY CLOSING

If school closes early due to inclement weather, the Extended Day Program will close as follows:

- There will be **NO** Extended Day Program after school.
- All students must be picked up within **30 minutes** of the dismissal time.
- Any child who is not picked up by **30 minutes** after the dismissal time will be charged **\$2.00** a minute **per child** until he/she is picked up.

ADDITIONAL POLICIES AND PROCEDURES

All policies and procedures listed in the Parent/ Student Handbook also apply to the Extended Day Program.