



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

2025-2026 Academic Year

General Information

- As of January 7, 2025, Our Lady of Hope Catholic School (OLOH)'s Extended Day Program, operated by Our Lady of Hope Catholic Church, has been granted a religious exemption as a child day center that is operated or conducted under the auspices of a religious institution pursuant to Section 22.1-289.031 of the Code of Virginia. This designation is in concurrence with and approved by the Office of Education in the Catholic Diocese of Arlington.
- The program is available for OLOH students in kindergarten through 8th grade and is offered on days when the school is in session for students currently enrolled in OLOH School.
- Each student is treated as a child of God, and Christ is the center of the program.
- All school policies, as outlined in the OLOH Parent-Student Handbook, apply to the Extended Day Care Program as it is an extension of the school.
- The students participate in a variety of activities including outdoor and indoor play, arts and crafts, scheduled time for homework and snack, service projects, and holiday celebrations.
- The student to staff ratio does not exceed 18:1; however the full capacity of the program may not exceed 30 children per session due to space limitations as outlined by the building fire code.
- Regular hours of the program (excluding early dismissals, holidays, and inclement weather) are:
 - Morning Care from 7:00 AM until 7:45 AM, and
 - After Care from 3:15 PM until 6:00 PM.
- Planned early dismissal hours of the program are:
 - Morning Care from 7:00 AM until 7:45 AM, and
 - After Care from 12:00 PM (noon) to 3:00 PM.
- In the event of school delays due to inclement weather or other unforeseen circumstance:
 - Morning Care will open 1 hour before the school's delayed opening:
 - Example 1: If there is a 1-hour delay for snow, the school will open at 9:00 AM instead of 8:00 AM and Morning Care will open at 8:00 AM instead of 7:00 AM.
 - Example 2: If there is a 2-hour delay for snow, the school will open at 10:00 AM instead of 8:00 AM and Morning Care will open at 9:00 AM instead of 7:00 AM.
 - After Care will not be affected:
 - The school will still have dismissal at 3:00 PM if there is a delay in the morning.
 - After Care will run as planned from 3:15 PM until 6:00 PM.
- In the event of early school closure due to inclement weather or other unforeseen circumstance:
 - Morning Care will not be affected:
 - The school will open at 7:45 AM as early closing notifications are sent out once school is already in session.
 - Morning Care will run as planned from 7:00 AM until 7:45 AM.
 - After Care will be cancelled:
 - When the school is dismissed early for reasons related to safety, the assumption is that it would be unsafe for students to remain at school therefore all students must be picked up and After Care will not operate
- The program does not run on holidays or days when school is not in session such as Teacher Work Days.

- For up to date information on if the Extended Day Program is running in regards to weather, please see the Loudoun County Public Schools (LCPS) Website or the Our Lady of Hope Catholic School (OLOH) Website.
 - Please note the OLOH website uses information from the LCPS website and so may not be always immediately updated, for best information, please refer directly to the LCPS Website.

Types of Users, Their Payment Schedules, and Fee Information

Contract Users

- There is an annual **\$50.00 registration fee per family which will be deducted through FACTS on September 20, 2025 along with the first monthly fee which will cover August and September 2025.**
 - Note: All payments must be submitted in a timely manner before the deadline through FACTS. No other form of payment can be accepted, this includes but is not limited to cash and checks. Payments must be made online.
- Priority registration will open for currently enrolled families to enroll in the 2025-26 school year's program before registration is open for non-currently enrolled families.
- Following the conclusion of priority registration, general registration will open for all other non-currently enrolled families.
- Spaces in general registration will be offered on a first-come-first-served basis; a waitlist will be available as well.
- Families who have fully registered in the Extended Day Program and use it on a regular basis (one day or more per week) are considered **contract users**.
- In order to be fully registered, families must have completed their registration forms.
- Each family's monthly payment will be determined by the Extended Day Director and will be based on the criteria below:
 - The number of days used per month and the number of children attending.
- For the specific breakdown of how payments are calculated, please see **Table 1: Payment Structure for Contract Users**.
- 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 for the month is still due as this contract is not an hourly rated contract.
- A written notice must be given to the Extended Day Director, at least two weeks in advance, in order to change the contract described in any manner.
- FACTS payments are charged on the 20th of each month. If the payment does not go through or is not processed due to contract user error, a late fee of \$10.00 will be applied to any payment received after the 20th of the month.

Table 1: Payment Structure for Contract Users

5 Days Per Week (Monthly Cost)			
Number of Children	Before Care	After Care	Before and After Care
1	\$163.00	\$379.00	\$541.00
2	\$243.00	\$649.00	\$838.00
3 or more	\$298.00	\$812.00	\$1,080.00

Non-Contract Users

- Parents/Guardians who have an emergency and/or the occasional need for childcare before or after school may use the Extended Day Program as a non-contract user (Drop-ins) if the program has availability.
 - Please note that the Extended Day Program operates at capacity with contract users.
 - Drop-ins of non-contract users to the Extended Day Program are only accepted when a spot is available due to the absence of a regular contract user.
 - Example: If Sally's parents register her for Extended Day, but on Tuesday she is absent, there will be one spot available on Tuesday for one drop-in non-contract user.
- 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 by a non-contract user.**
 - Please see **Table 2: Payment Structure for Non-Contract Users** for rates.
- **Due to staffing requirements and related policies drop-in placement cannot be guaranteed and will be offered on a "first come, first served" basis as available.**
 - Please notify the Extended Day Director, Mrs. Anya Harmon (aharmon@ourladyofhope.net) at least 24 hours prior to your drop in if you need to use the program. Please also make sure your child's teacher has also been informed.
 - Drop-ins are determined on availability and capacity of the program and are not guaranteed.
 - Example: If Sally's parents register her for Extended Day, but on Tuesday she is absent, there will be one spot available on Tuesday for one drop-in non-contract user. If two non-contract students are not picked up at dismissal that day, one of them will be allowed to go to Extended Day as a non-contract user. The other student will stay in the School Office. Please see the **Late Pick Up from the School Office** section on page 4 for more information on rates.

Table 2: Payment Structure for Non-Contract (Drop-in) Users

Number of Children	Before Care (Drop-in before 7:45 AM)	After Care (Drop-in after 3:30 PM)
1	\$12.00	\$17.00 per hour
2	\$17.00	\$22.00 per hour
3 or more	\$22.00	\$27.00 per hour

- **An additional late fee of \$5.00 per minute, per child,** will be charged for every minute after the closing time of After Care. Please refer to the General Information section on the first page for specific closing times
- The rates described are effective as of August 20, 2025, and are subject to change.

Policy Information and Procedures

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.

Sponsorship

Our Lady of Hope Catholic School, in cooperation with Our Lady of Hope Catholic Parish, sponsors the Extended Day Program. The day-to-day operation of the program is the responsibility of the Extended Day Director in consultation with the Our Lady of Hope 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 completed the following attached forms in order to participate in the Extended Day Program:

- Child Registration Form,
- Emergency Care Form,
- Extended Day Program Use Form, and
- Parent Acknowledgement Form.

Days and Hours of Operation

The Before Care portion of the Extended Day Program begins the first day of school. The After Care portion of the Extended Day Program begins the second day of school. Once it has begun, the Extended Day Program will operate on all scheduled school days. The After Care Portion of Extended Day will **NOT** operate on the following days:

- 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
- Friday of Teacher Appreciation Week
- The Friday before Memorial Day
- The last day of school.

Extended Day Program Food Policies

Children may bring in their breakfast to eat during Morning Care. During After Care, a snack accompanied by milk or juice will be provided to the children. This adheres to USDA guidelines. Parents are asked to notify the school in writing of any food allergies and intolerances, as the school is providing the snack. If parents prefer, children may bring a snack from home.

On early dismissal days:

- **Children must bring their own lunches from home.**
- There will be no snack; however there will be time for lunch which is to be brought from home.
- Milk will be provided.

Pick Up and Drop Off Procedures

Signing In and Out

When children arrive to Morning Care, they must be accompanied by a parent to the door. Children attending After Care must be signed-in by a staff member upon arrival and out by their parent or legal guardian upon pick up. If the parent/legal guardian would like someone else to pick up their child from After Care, they must notify the Extended Day Program Director in advance and in writing. This may be done with a signed note sent in with your child to school that day or by email. All children must be picked up from After Care no later than 6:00 PM on regular days or by 3:00 PM on half days or as specified by Loudoun County Inclement Weather Closures.

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 the 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 After Care by 6:00 PM and the school (Direct Line: 703 433 6760 ext. 118) 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, and
- If no one can be contacted and the child remains in Extended Day Program until 6:30 PM, Loudoun County Child Protective Services will be called.
- Parents are requested to be prompt when picking up their children. **A late fee of \$5.00 per minute, per child** will be charged for every minute after closing time. Although calling the Extended Day Program that you will be late is appreciated, a late fee will still be charged.

Three late pick-ups within one school year will result in dismissal from the Extended Day Program.

If someone other than the parent or legal guardian is to pick up the child, the Extended Day Program Director must be informed via a written note sent with the child or email. The designated person must show a photo 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. Each family will receive an invoice with their monthly charges via the Friday Folder or in person.

Health and Safety Requirements

The Extended Day facilities are inspected on a regular basis by the Loudoun County Fire Department and Virginia Department of Social Services for health and safety issues. All employees are required to have a current record showing a negative Tuberculosis Test. Staff members also participate in classes and in-services on childcare 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. If a child's behavior is continuously outside of the rules outlined in the Student Handbook, the child may be asked to leave the program.

Child Abuse

In order to protect all children 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 100.0 degrees, diarrhea, vomiting, or has bitten anyone will be sent home within one hour. A child must be fever free for 24 consecutive hours without the use of fever-reducing medication **before** returning to school or 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 of all involved parties will be notified immediately. If the injury is minor, the parent/guardian will be notified at the end of the day when they pick up their child. An accident report will be completed and signed by both the parent/guardian and the Extended Day Program Director.

Daily Schedule

The Extended Day Program's Morning Care has a flexible schedule where children are encouraged to eat their breakfast brought from home and partake in quiet activities to prepare for the school day. After Care's general schedule is as follows:

- 3:15 PM Students check into program
- 3:20-4:15 PM Gym or outdoor play, weather permitting
- 4:20-4:30 PM Snack time
- 4:30-5:00 PM Homework and quiet time
 - Students who do not have homework are encouraged to bring quiet activities to help facilitate the focus of those who do have homework. Appropriate activities include books for reading, drawing supplies, etc.

This schedule is for informational purposes only and is subject to change on a day to day basis per the students' needs. Fridays and holidays may also include a movie, group crafts, or other fun activities.

Inclement Weather

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

- **Full day closings due to inclement weather**
 - If school is closed for the day, the Extended Day Program **WILL NOT OPERATE**.
- **Delays due to inclement weather**
 - If the school opens **one** or **two** hours late due to inclement weather, the Extended Day Program will operate as follows:
 - **Morning Care:**
 - **One hour delays** – Morning Care will open one hour later than the usual time at 8:00 AM.
 - **Two hour delays** – Morning Care will open two hour later than the usual time at 9:00 AM.
 - **After Care:**
 - **After Care is not affected by morning delays.**
 - The school will still be dismissed at 3:00 PM and After Care will operate from 3:15 PM until 6:00 PM as usual.
- **Early Closing due to inclement weather**
 - If school closes early due to inclement weather, the Extended Day Program will operate as follows:
 - **Morning Care:**
 - **Morning Care is not affected by early closings due to inclement weather.**
 - **After Care:**
 - **If the school closes early due to inclement weather, there is no After Care.**
 - All students must be picked up within **30 minutes** of the new/early dismissal time.

Student Conduct

- The Extended Day Program, in conjunction with Our Lady of Hope School does not tolerate bullying. Parents will be notified of any such incidents. If there is a continued pattern, your child may be dismissed from the Extended Day Program.
- Children are expected to follow the same rules as participants in the Extended Day Program as they do as students of Our Lady of Hope Catholic School. They should treat all with respect. Parents will be notified when a child is not following the rules. If a student continuously does not follow the rules, they will be referred to Our Lady of Hope School Principal for disciplinary action which may include being asked to leave Extended Day Program.
- Toys and other personal belongings may be brought in for play during Morning Care and After Care; however, please note that they may not be traded or shared overnight with other students. If you bring it in, you take it home. These toys may not be used during school hours.
- All personal items must be clearly labeled. Neither the Extended Day Program nor the school is responsible for items that may be lost, stolen, or damaged.
- All policies and procedures listed in the Parent/ Student Handbook also apply to the Extended Day Program.