



2019-2020
Before and After School
Program

BEFORE AND AFTER SCHOOL PROGRAM 2019-2020

The Before and After School Program Handbook is provided to inform parents and students of the procedures and policies of the Our Lady Queen of Peace Catholic School Before and After School Program. Parents are asked to carefully read all sections of the handbook and review them with their student(s). Our Lady Queen of Peace Catholic School Before and After School Program operates in accordance with the Archdiocesan Board of Education policy number 621 that reads:

“A school within the boundaries of the Archdiocese of Galveston-Houston that will be known, as a Catholic School, shall follow the regulations as set forth by the Catholic School Office.”

Catholic Schools in the Archdiocese of Galveston-Houston guarantee all students the rights, privileges, programs, and activities made available to the general student body. Catholic Schools do not discriminate on the basis of race, color, age, or national origin.

Our Lady Queen of Peace Catholic School also adheres to the guidelines established by the Texas Catholic Conference Education Department and maintains full accreditation status. We currently hold membership in the National Catholic Education Association.

Our Lady Queen of Peace Catholic School and the school principal retain the right to amend the Before and After School Program Handbook as needed. By no means is this handbook considered all-inclusive. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently.

The enrollment of a student(s) in Our Lady Queen of Peace Catholic School is considered to be an agreement on the part of the student and parents or guardians that they will comply with all school procedures, regulations, and policies including, but not limited to such procedures, regulations, and policies in this handbook. After reviewing this handbook with your student(s), sign the acknowledgment form. This form must be returned to a Before and After School Program staff member. Please sign one form per family.

***“Jesus said, “Let the children come to me and do not stop them,
because the Kingdom of Heaven belongs to such as these.”***

Matthew 19:14

2019-2020 School Day Before and After School Program Family Handbook and Agreement

Welcome to the OLQP Before and After School Program!

Mission Statement

The mission of the Before and After School Program at Our Lady Queen of Peace Catholic School is to provide a safe, caring environment where respect for Christian values is evident before and after regular school hours. The well-being of the student is a priority in the Before and After School Program. The Before and After School Program seeks to provide a well-planned atmosphere without being restrictive, as well as, one which is productive without being intense. The program seeks to provide for the students' needs for relaxation, recreation, and the opportunity to complete homework or required reading to succeed in their studies. A structured format with scheduled activities responds to these student needs.

Program Standards

Communication:

- Complete all paperwork and turn in on time.
- Maintain current email and emergency phone numbers.
- Read the Constant Contact and Remind messages that are sent regularly from OLQP.
- Read the weekly Principal's Message that is emailed weekly from the school.
- Call 979-265-3909 during regular school hours, 7:30am – 6:00pm.
- If your need is not time sensitive, please email:
 - receptionist@olqpschool.org
 - Nirm Thomas at nthomas@olqpschool.org
 - Nancy Brewster at nbrewster@olqpschool.org
 -

Health and Safety:

- Please keep all contact and medical information up-to-date.
- Do not drop children off before 6:30 as there will be no one on duty.
- Do not delay pick-up past 6:00 p.m. as employees need to be off duty.
- If a child becomes ill during the program hours, parents/guardians will be called to care for the child. The same standards used during the school day for sending a child home with an illness are used (vomiting, fever, etc.). Your child will be made as comfortable as possible in the nurse's office to await your arrival.
- Drop off by parents who arrive between 6:30 and 7:45 a.m. is at the gym entrance. Parents park and walk children in. Parents sign in students.
- After 3:45, parents park and walk in the front of the school to sign out students.

- If there is ever a change in the person designated to pick up, please call the office/emergency Before and After School Program number and send an email to e. The email will provide the written documentation needed by the staff for school records. Employees will only release to the persons indicated on enrollment paperwork or per written amendment.
- If your child is injured during the program hours, the person who was on duty will explain what happened. The school nurse will follow up with a phone call the following day, as needed.

Emergency Procedures:

- If there is an emergency that affects the Before and After School Program, parents will be notified via IRIS. This messaging system is also used during the regular school day. The IRIS message will tell you everything you need to know in order to safely pick up your child. ***Please keep all email/phone numbers current.***

Emergency Drills:

Students enrolled in extended will participate in emergency drills such as weather drills and fire drills.

Activities:

The balanced program is one that affords students time to play, time to learn, and time to socialize. The classes are divided into groups by age. Groups of students rotate through available activities:

- Homework Club (usually in the STREAM lab. Opportunities for homework, reading, take Accelerated Reader tests, etc.)
- Resource Room (play games, socialize, arts and crafts)
- Playground/ Gym (physical activity / games/ basketball, kickball, etc.)
- Attend home games during athletic seasons
- Snack time
- Clean up time

Staff:

The Before and After School Program is staffed by qualified employees who work year round at OLQP as teacher's aides and/or substitute teachers. Staff regularly attend professional development and are committed to the ministry of OLQP. There are always staff members on campus who are First Aid certified during program hours. The school nurse works with staff to ensure that students' medical needs are met.

Mrs. Thomas is the program director. The principal monitors the program, works with staff to improve program quality, and provides staff development. Other administrative staff members support the program as well. Registration and finances are supported by, and Finance Clerk, Mrs. Santos. Mrs. Brewster, Campus Coordinator, is also on hand to help with student support and logistics.

Culture:

While Before and After School Program is outside of the school day, the same standards of Christian character are still expected for students.

OLQP students are expected to abide by the following rules:

1. Show respect to all people in words and actions.
2. Follow all directions of adults.
3. Cooperate and share when playing and working with others.
4. Show honesty in words and actions.
5. Accept responsibility for his/her own actions.

Examples of inappropriate behaviors are:

1. Name calling, rude remarks, offensive language, threats, intimidation or harassment (bullying)
2. Physical aggression (fighting, pushing, shoving, hitting, biting).
3. Ignoring directions of adult staff, defiance, running away from adult staff.
4. Persistent arguing with staff and/or other students, grabbing things away from others, purposely destroying others' property.
5. Dishonesty (lying), stealing.

If a child displays persistent and consistent inappropriate behavior, the following consequences will follow:

Level 1 – Child will make a phone call to parent at work explaining the behavior. Adult supervisor will follow up with further explanation.

Level 2 – Conference by phone or in person with parent and supervising adult to discuss immediate consequence of:

- a. Suspension from going on next off-campus field trip, or
- b. Suspension from Before and After School Program for one day.

Level 3 – Student will be expelled from further enrollment of O.L.Q.P. Before and After School Program program.

- Immediate expulsion may result from more serious first- time offenses such as, but not limited to:
- Intentionally causing physical injury to another person; theft or damage to property of \$100 or more.

The OLQP program promotes an environment where students feel safe and comfortable while having fun. If another child has a consistent negative effect on the well-being of other children, it is our obligation to intervene and possibly remove that child from the program.

Pre-K (3-4yrs.) students are required to be potty-trained. If a student has a bathroom accident, parents/ guardians will be called to come to school to care for their child. Repeated incidents may indicate the need to remove the child from the program until he/she is properly trained.

Please contact the principal with any questions or concerns.

Standards and policies contained in the OLQP Family Handbook are binding. OLQP reserves the right to amend the Before and After School Program Program Handbook at any time.



I have read the above policies and agree to the conditions for enrollment in O.L.Q.P. Before and After School Program.

Child's name _____

Parent's Name (please print): _____

Parent Signature: _____

Date: _____



OUR LADY QUEEN OF PEACE CATHOLIC SCHOOL
2019-2020

OUR LADY QUEEN OF PEACE BEFORE AND AFTER
SCHOOL PROGRAM
FAMILY INFORMATION

Name of Child: _____

Name of Parent or Guardian: _____

School Day Schedule Selected (please circle one):

5-day M-F	AM & PM	AM Only	PM Only
3-day M-W-F	AM & PM	AM Only	PM Only
2-day T-Th	AM & PM	AM Only	PM Only

Total contract amount for selected schedule
(please refer to related Before and After School Program Fee Schedule): \$ _____

* * * * *

I have received a copy of the Before and After School Program Fee Schedule for 2019-2020.

I hereby agree to pay the above amount and any other Before and After School Program fees incurred during the 2019-2020 school year when due.

Signed: _____

Facility Name: Our Lady Queen of Peace Catholic School			
Child's Name	Date of Birth	Child's Home Telephone No.	
Child's Home Address			
Email Address:			
Date of Admission		Hours and days child will be in care	
Parent's or Guardian's Name		Address (if different from child's address)	
List telephone number where parents may be reached while the child will be in care:	Mother's Telephone No. Wk: Cell:	Father's Telephone No. Wk: Cell:	Guardian's Telephone No. Wk: Cell:
Give the name, address and phone number of person to call in case of emergency if parent/guardian cannot be reached:			Relationship
I hereby authorize the Before and After School Program to allow my child to leave the Before and After School Program operation ONLY with the following persons. Please list name & telephone number for each. Children will only be released to parent or a person designated by the parent/guardian after verification of ID. <input type="checkbox"/> My child may be released to the care of his/her sibling(s) under 18 years old named:			

Date: _____

List any special problems that your child may have, such as allergies, existing illness, previous serious illness, injuries and hospitalization during the past 12 months, any medication prescribed for long-term continuous use, and any other information that staff should be aware of: _____

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize the facility director or person in charge to take my child to:		
Name of Physician	Address	Telephone No.
Name of Emergency Medical Care Facility	Address	Telephone No.

I give my consent for the facility to secure any and all necessary emergency medical care for my child.

Signature – Parent or Legal Guardian _____

Date _____

1. TRANSPORTATION FOR FIELD TRIPS: I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give – consent for my child to be transported and supervised by the Operations employees: <input type="checkbox"/> for emergency care <input type="checkbox"/> on field trips	
2. WATER ACTIVITIES: I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give – my consent for my child to participate in water activities: <input type="checkbox"/> splashing pools <input type="checkbox"/> wading pools <input type="checkbox"/> swimming pools <input type="checkbox"/> other bodies of water provided by the facility	
3. MY CHILD ATTENDED THE FOLLOWING SCHOOL LAST YEAR: GRADE 2019-2020: _____	
_____	_____
Name of School and address	School's phone #

My child's immunization record is on file at the school and all immunizations and tuberculosis test results are current. Yes

I authorize the use of my child's photograph in promotional material provided by OLQP. Yes No

I acknowledge the receipt of OLQP Behavior Policy for discipline and guidance.

Parent's Comments: None or _____

ADMISSION REQUIREMENT: One of the following must be presented when your child is admitted to OLQP Catholic School and/or Summer Camp. Please check only one option:	
1. <input type="checkbox"/> HEALTH-CARE PROFESSIONAL'S STATEMENT: I have examined the above named child within the past year and find that he/she is able to take part in the day care program.	
_____	_____
Health Care Professional's Signature	Date
2. <input type="checkbox"/> A signed and dated copy of a health care professional's statement is attached.	
3. <input type="checkbox"/> Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of. I have attached an official, notarized affidavit form issued from DSHS stating this.	
4. <input type="checkbox"/> My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 12 months of admission, I will obtain a health care professional's signed statement and will submit it to OLQP.	
Name and address of health care professional	

Signature – Parent or Legal Guardian _____

Date _____

+
 Our Lady Queen of Peace Catholic School
 Before and After School Program Fee
 Schedule
 For the 2019-2020 School Year

1. Prearranged Before and After School Care:

Prearranged before and after school care is contracted for the entire school year.

Before and After School Program is available in the morning from 6:30 to 7:45am, and in the afternoon from 3:30 to 6:00pm. There are 10 “early dismissal” days during the school year when after school care is available. On those days, care is provided from 1:00 to 6:00 pm.

Prearranged afternoon care includes these 10 early dismissal days at no extra charge. Morning care does not.

Fees for prearranged care are due regardless of a child’s attendance or absence on a particular day. Fees are not prorated.

Fees and payment schedules for prearranged school day care are as follows:

5 days M-F	AM & PM	AM Only	PM Only
Due at registration	234.00	80.00	154.00
Due Monthly <i>September 15 thru April 15</i>	234.00/month	80.00/month	154.00/month
Due May 15	117.00	40.00	77.00
Total annual contract amount	2223.00/year	760.00/year	1463.00/year

3 days M-W-F	AM & PM	AM Only	PM Only
Due at registration	144.00	52.00	92.00
Due Monthly <i>September 15 thru April 15</i>	144.00/month	52.00/month	92.00/month
Due May 15	72.00	26.00	46.00
Total annual contract amount	1368.00/year	494.00/year	874.00/year

2 days T-Th	AM & PM	AM Only	PM Only
Due at registration	98.00	32.00	66.00
Due Monthly <i>September 15 thru April 15</i>	98.00/month	32.00/month	66.00/month
Due May 15	49.00	16.00	33.00
Total annual contract amount	931.00/year	304.00/year	627.00/year

If the 15th occurs on a weekend or holiday, ***the due date is the Friday preceding the 15th***. So, for example, the September payment is due on Friday, September 13th.

2. Other Fees:

- Occasional or drop-in care is available on school days at the rate of **\$8.00 per hour**. Fees are not prorated. Any portion of an hour counts as a full hour.
- \$20 per hour per child will be due when children are not picked up on time on early dismissal days *unless care has been prearranged*. This fee will not be prorated.
- A Late Pickup Fee of \$10.00 per minute per child will be billed for all minutes before 6:30am or after 6:00pm that a child remains in our care. *Excessive late pick-ups (determined by the School Administrator) will result in incremental price increases per minute per child*. The school clocks are synchronized with time.gov
- A **\$25.00 Late Payment Fee** will be charged for amounts not paid when due.
- A one-time administrative fee of \$100 per family (not per child) for a customized schedule different from MWF or TTh will be required. This fee is nonrefundable.
- A Schedule Change fee of \$75.00 per child per schedule change will be assessed to change prearranged school day care. An additional \$100 will be assessed if the new schedule is a customized schedule (see note above).
- An \$75.00 administrative research fee will be due each and every time the Administrative, Finance, and/or Before and After School Program departments are asked to research a fee, statement, and/or invoice.
- Drop-in/occasional care fees will be due within 10 days of the monthly statement which may be provided. If not paid by the 10th day, a \$25.00 late fee will be added.

3. Withdrawal:

If you withdraw your child from Before and After School Program, fees will be canceled for months **following the month you withdraw** which will be ***effective the date a "Withdrawal or Change of Service Form" is completed and submitted*** to the Before and After School Program and Finance offices.



Dear Parent/Guardian,

Your child's safety and well-being are of utmost importance to the Before and After School Program staff here at Our Lady Queen of Peace Catholic School.

All parents, Pre-K thru 8th grade, will sign their children out in the front office. The receptionist will be there with the sign out sheets and will radio for your child to come to the front to be picked up.

For the first few weeks of school, *please* be prepared to show a **picture I.D.** when you pick up your child. This goes for anyone that is picking your child. A person may be asked to show their **picture I.D.** if that person is not recognized by the staff member on duty. Again, this is done for the safety of your child.

A ***Parent Pick Up Release Form*** also needs to be completed and returned to the office. If it is **NOT** returned, we will **NOT** release your child to anyone other than the parent/guardian. If at any time you need to add or remove someone from the list, please inform the school in writing so that the necessary changes can be made.

If you have any questions or concerns, please feel free to contact the Before and After School Program office at extended_day@olqpschool.org or any of the administrative staff at OLQP.

Thank you for being part of the OLQP family.

Peace of Christ,

Nirm Thomas
Principal



Parent Pick-Up Release Form

To better ensure the safety of your child, we are asking that all parent/guardians fill out this Pick-Up Release Form. We realize that there may be times when someone other than yourself may have to pick up your child from Before and After School Program and you are unable to send a note or call the school to notify us. Please complete this form at the bottom of the page and return it to the Before and After School Program Office. If we do not know the person coming in to pick up your child, we will ask for a picture I.D. **We still ask that if possible, call the Before and After School Program Director, to inform the Before and After School Program staff that someone other than yourself will be picking up your child.**

If this form is NOT returned, we will NOT release your child to anyone other than the parent/guardian that is listed on the original emergency form. If you have any questions, please call the school at 979-265-3909.

Please list ALL people, **including yourself**, who are allowed to pick up your child.

If at any time, you need to make changes or add someone, please contact the school.

	Name	Relationship to Child
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
PRINT Student's Name:		
Date:		
Parent/Guardian Signature:		