

Our Lady of Mount Carmel
Little Saints Program

We are happy to be able to continue the Little Saints Program this year. This program is available before and after school for students in grades Pre-K3 through Grade 8. Our program is an extension of our school day. **All rules and regulations outlined in the school handbook are applicable while your child is in our care. ELECTRONIC DEVICES OF ANY KIND, SUCH AS IPODS, OR VIDEO GAMES ARE NOT PERMITTED AT ALL.**

Here is a little about the program:

- When you arrive at the school, please use the doorbell located to the right of the doors. Someone will either buzz you in or come down to open the door. The class room that we use is on the first floor at the end of the hallway on the left.
- The Morning session begins at 6:30 AM. In the winter months, if there is a late opening, the program will begin at 7:30 AM
- At 8:30 AM the students in grades K through 8 are brought to join the student body either outside or down in the school cafeteria until their teachers bring them to class.
- The students in Pre-K 3 & 4 are kept until 8:45 AM when they are brought down to the cafeteria to meet their teachers.

The morning session is a more quiet time for the students. They are usually still tired as it is so early for them. They can use this time to finish homework or study. They may also pack breakfast and eat it in the room. We do have games, cards, toys, paper and crayons books and TV available for them. TV shows/ videos are monitored and appropriate for all ages. The older students can play cards or other quiet games if they do not have studying or homework. No loud talking or rough play will be allowed in the morning session.

The afternoon session is definitely more rowdy as the students have been in classes all day and need to burn off some energy. Beginning on September 7th, the homework labs will open. All students will be required to go to the homework lab. If a parent/ guardian has an objection to their child going to the homework lab, they will need to sign and return the attached form. This Lab is staffed by OLMC teachers. This is a great opportunity for your child to get their homework started or completed before going home. A teacher will be in the room to assist your child if they have any questions about their homework. Parents are advised to check their child's homework.

After completion of their homework or at 5:00 PM, when the lab will close, the students will be brought back to join us in the classroom. At this time they will usually play group games or have a snack that they have packed. If the weather is nice, we will take the children outside to the playground. Older students may choose to finish homework.

- Afternoon session begins at dismissal time and ends promptly at **5:30 PM. LATE FEES OF \$1.00 PER MINUTE WILL BE CHARGED AFTER 5:30 PM.** If you have experienced an emergency and no one else can pick up your child before 5:30 PM and you may be late, please call the numbers provided so that we are aware. Also, your child has had a long day and wants to be with you just as much as you want to be with them.
- All snacks and drinks must be provided by the students parents / guardian. **ABSOLUTLY NO NUTS OR PEANUT PRODUCTS ARE ALLOWED.** No student will be allowed to purchase anything from the vending machine. We do have water bubblers available for their use.
- Entrance to the building in the afternoon is the same as the morning session. If we are on the play ground, please enter through the front gate on Congress Avenue. The gate on Avon Avenue will be locked and we are not able to open it.
- On days when we have 12:30 PM dismissal we will be open.
- **If there is an early dismissal due to weather or a day before a holiday the Little Saints Program will be closed.**

Billing

Program fees: \$7.00 per hour/one child \$10.00 per hour/two children \$12.00 per hour/three children

- There is a minimal charge of one hour for both the morning and afternoon sessions. After the first hour, time is billed in half-hour increments. If your child will be attending both the morning and afternoon sessions on the same day, the minimal charge is waived and time will be billed by the half hour.
- Each family will be billed bi-monthly. Payments not made by the due date on your invoice will be subject to a \$5.00 charge per week that payment is not made.
- Bounced checks are subject to our banks returned check fee. If checks remain un-collectable after re-deposit, your child will not be allowed back to the program until payment is made in full, including fees, by bank check or money order.

OTHER IMPORTANT POINTS

- Students being dropped off or picked up from the program will need to be signed in or out by a parent/guardian or other authorized adult.
- If your child is occasionally going to be attending the after school program, please send in a note with your child or call the office. Also, be sure that you have filled out our enrollment form. Forms are available in the office and on the school's portion on the website, WWW.OLMCWTBY.COM.
- The Little Saints Program is only open when school is in session. **NO SCHOOL, NO PROGRAM**
- Our Lady of Mount Carmel families will have preference. If there is ever a space issue, the program will be closed to any new non-Our Lady of Mount Carmel families.

CONTACT NUMBERS

- School Office 203-755-6809
- Monica Vaccarelli, Coordinator (Before School/occasional After School) cell 203-233-6636
- Zita DeSocio (After School Program) cell 203-217-2857
- Linda Santopietro (After School Program)

We would like to thank you for enrolling your child in our program. We look forward to another GREAT year at Our Lady of Mount Carmel School! Communication is Key. If you have any questions, problems or suggestions, please let us know.

PLEASE COMPLETE THE BOTTOM PORTION OF THIS PAGE, TEAR OFF AND SEND INTO SCHOOL WITH YOUR CHILD. KEEP REMAINING PORTION FOR YOUR RECORDS. ENTER OUR CONTACT NUMBERS INTO YOUR CELL PHONES AND PROVIDE THEM TO ALL AUTHORIZED TO PICK UP YOUR CHILD.

PLEASE CALL MONICA OR ZITA WITH ANY QUESTIONS.

I/We have read the Little Saints Program guidelines, understand and will explain them to my child.

Parent/Guardian

Signature: _____

I would prefer to have my child do his/her homework with me at home, DO NOT send my child to the Homework Lab.

Childs name: _____

Childs name: _____

Childs name: _____

I/We will need a tax statement for IRS Filing:

Family

Name: _____

(Tax forms will go out by March 31st of the following year)