



Dear OLM Family,

The form for you to complete for your child(ren) to participate in the OLM Little Saints & Scholars extended day program (L.S.&S) is enclosed (green form). Only children from OLM who have completed files may attend.

We must have a proposed schedule for each child. In case of an emergency, please call the school office and request permission to keep your child in EDP.

The teachers will send only scheduled students to extended day. Please send a note to the teacher with the extended day schedule for your child(ren). Any necessary schedule change must be requested in writing. ONLY THE SCHOOL OFFICE is authorized to adjust your EDP schedule. In cases of sudden and serious emergencies the office will forward the information to the student and the EDP staff.

Admissions to the L.S.&S Program will be on a first come first served basis. If you need this program, please complete the Emergency Treatments form on the back and return it with a \$25.00 per family deposit to school by August 28th. Do not sign up just in case you may need it, many families depend on this service. You will be informed if you are not accepted into the program.

On the bottom of the emergency form, please put your anticipated schedule of days and pick up times for L.S.&S usage. We must have this schedule to set up our master schedule. Incomplete forms will be sent back to you for completion and could cause you to lose a place in the program.

LS&S phone number is 886-0742 in the Library. **ONLY FOR USE BETWEEN 3:00pm – 5:30PM**. For calls during the school day, use the school office telephone number: 884-1618.

All outstanding balances from the 2015/16 school year must be paid in full before a new registration can be accepted.

FEES - \$8.00 per hour per child

\$25.00 late fee starting at 5:30pm after 5:45pm an additional \$1.00 per minute will be added. Continued lateness may result in the loss of Extended Day privileges. It is important that we respect the staff's schedule and not keep them beyond the time for which they are contracted. After 5:30pm, calendar pages will be removed from the sign-out book. The teacher on duty will sign the appropriate time and the parent will initial. Parents must sign out daily and on all calendars (if more than one child). Any calendars not signed out will be charged until 5:30pm.

BEFORE SCHOOL CARE - We offer before school care beginning at 7:00am and ending at 7:50am. You must sign in your child at Door C3 (back parking lot) with the teacher who is present. At 7:50am, the children will be taken out to the blacktop or to the cafeteria by the teacher on duty. The cost for this service is \$5.00 per day, per child.

AFTER SCHOOL PICKUP – after school pickup is at Door C3 (back parking lot).

PAYMENT POLICIES - Fees are due within ten days of statements being mailed. Payments may always be made with Master Card or Visa. Fees must be paid on time. Failure to keep your account current may result in the withdrawal of your child/children from the EDP Program.

DISPOSITION AND CONDUCT - **Suspension** or removal from this program may result from persistent misconduct or manifestations of disrespect by the student(s).

Mr. Scott Fuller
Principal

Mrs. Stephanie Palmisano
Director, Little Saints & Scholars extended day program