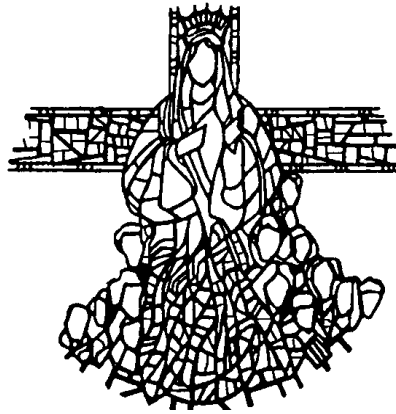


OUR LADY OF THE ASSUMPTION PARISH

EXTENDED CARE PROGRAM

Family Handbook of Policies & Procedures
2011-2012 SCHOOL YEAR



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Dorothy Mickwee
Director

Father James Duffy
Pastor

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OUR LADY OF THE ASSUMPTION CATHOLIC PARISH BASED

EXTENDED CARE PROGRAM

POLICIES AND PROCEDURES

2011-2012

Dear ECP Parents,

The Our Lady of the Assumption Extended Care Program is a parish-based childcare enrichment program for students attending OLA Catholic School. We offer our program to all registered students in grades Pre-K through eight who require after school care during the school year. Our program provides trained adult supervision, homework assistance, outdoor play, arts and crafts, board games, organized activities, and one light, balanced snack daily. The structure of our program allows for student-directed and counselor-directed activities.

Forms necessary for enrollment can be found on the OLA church website: www.olachurch.org. In addition, each registered family is required to read the ECP Handbook of Policies and Procedures, also available on the website.

All completed, signed documents for each child must be on file prior to that child being admitted to ECP. OLA Catholic School requires that ALL students enroll in ECP prior to the first day of the school year.

The ECP staff is dedicated to the children of our program and work very hard to give your child a safe, rewarding, and fun environment. Please feel free to contact me regarding any concerns or suggestions you may have about your child's experience in ECP. We are here for the children and their families and are committed to serving our community in any way possible. Thank you for trusting us with your very special children. We look forward to the school year ahead.

Dorothy Mickwee
(404) 364-1902, ext. 168
dmickwee@olachurch.org

FAMILIES ARE EXPECTED TO READ THE ECP FAMILY HANDBOOK AND TO COMPLY WITH ALL RULES AND REGULATIONS THEREIN.

A. PHILOSOPHY AND GOALS

After spending the day in the structured classroom environment, students at ECP have the opportunity to play freely and creatively within reasonable bounds. Children are given opportunities to enjoy active, sports-related play as well as quiet activities, including reading, art, board games, construction, and social time.

Our program strives to reinforce the basic Catholic values our families seek in their home, school, and church environments. The personal, individual care the staff members give the children helps to foster a sense of mutual respect, self esteem, social responsibility, and safety. We offer our children hands-on attention, support, care, and discipline in a loving, nurturing manner. We encourage the interaction of children of all ages (when appropriate) as it fosters a sense of community, encourages independent thinking, involves problem solving, and teaches compromise, team cooperation, and fair play.

B. HOURS AND DAYS OF OPERATION

The Extended Care Program is available for students in kindergarten through eighth grades from 3:15 pm until 6:00 pm on all days when OLA Catholic School is in session. On Wednesday, when the school closes early, ECP opens at 2:00 pm for all students grades Kindergarten through eighth grades. For an additional charge, ECP is available for Pre-K students from 1:30 pm on Wednesday and 2:45 pm other weekdays.

ECP is not available on days when the school dismisses at noon or is closed for the day. ECP will be closed during the Thanksgiving, Christmas, and Spring breaks and on any day that the school is closed for any reason. See the ECP Calendar for these dates for the coming school year.

There will be no ECP program when OLA Catholic School is canceled due to water main breaks, heating failure, electrical problems, severe weather, etc. *There will be no financial adjustment due to closings for inclement weather.* If the school is closed early due to these problems, ECP families are asked to pick their child as soon as possible from the school as ECP will close as well.

The ECP schedule of openings may be changed at any time as determined by the program Director, OLA Parish Office, or the Archdiocese of Atlanta.

C. ENROLLMENT AND FINANCIAL POLICIES AND PROCEDURES FOR 2011-2012

The following documents are required for registration and can be downloaded at www.olachurch.org under "Day Schools/ECP". A completed set of ALL of the following forms (one each per family) must be submitted to the ECP Director before any child will be admitted to the program:

- **ECP Child Enrollment Form**
- **ECP Enrollment Agreement**
- **ECP Parental Agreement**
- **ECP Medical and Liability Release Agreement**

The Archdiocese of Atlanta Parish-Based Early Childhood Program requires that all children in attendance in any after school program be fully registered and all documentation has been completed in full prior to admission to the program.

Parents are required to keep their emergency contact numbers current at all times for emergency dismissals. Please provide two emergency contact numbers — one for general information and one for immediate, emergency contact at all times.

Initial Registration Fee

Families registering for the ECP program **prior to** May 15, 2011, will be charged a registration fee of \$30.00. Families submitting registrations **after** May 15, 2011, will be charged \$50.00.

The registration fee may be paid at the time of registration (contract basis) or upon the first use of the program during the school year (drop-in/emergency carpool basis).

Enrollment Agreement

Contract Basis

- Parents may choose from one to five days per week attendance, to be reserved prior to the beginning of the school year or upon admission to the school.
- The Enrollment Agreement may be changed *two times per year* only at no cost. Each additional change will be assessed a \$25.00 administrative fee. All requests to change the status of a child's enrollment must be submitted to the Director *in writing* one week prior to the change taking place.

- **Attendance in addition to the days contracted will result in the assessment of the hourly drop in rate of \$6.00 for the first 30 minutes and \$2.00 for each 15 minutes thereafter.**
- There is no credit for absences under the Contract Basis except for absentee credits during the two weeks in August and Christmas Holiday.
- Tuition is due on the first day of the month, beginning August 1, 2011. At that time, the first month (August-two weeks) and the last month (May-four weeks) will be due. Payments will continue on the first day of each month through April, 2012, for families who have prepaid their May payment. *Unused tuition will be refunded upon request at the end of the school year, if applicable.*
- All prepaid tuition will be applied to any past due balances when a child is withdrawn.
- Families with any unpaid balance will be unable to register their student for the coming school year.

Drop-In/Emergency Carpool Basis

- Families may choose to sign up their child to attend ECP for periodic, drop-in visits or for emergency/late carpool use at the rate of \$6.00 for the first 30 minutes and \$2.00 for each 15 minutes thereafter.
- **Families who plan to use ECP on a consistent drop-in status must pay in advance in the amount of \$50.00 per child. Families using ECP for emergency or late carpool use only must pay at the time that the child is picked up unless otherwise notified.**
- If fees are not paid upon dismissal the family will be billed the next billing cycle and the child will not be allowed to return to ECP until the charges have been paid. All prepaid tuition will be applied to any past due amounts prior to refunding.

ECP Fees

Payment in full of the outstanding balance is due on the 1st of each month. Monthly late charges in the amount of \$25.00 will be assessed for all accounts that have not been paid IN FULL by the 15th of the month.

Families must agree to keep their accounts current. Accounts that are past due at the end of the month will be reported to OLA Catholic School, and children will not be allowed to attend ECP until the account is brought CURRENT. Past due accounts will be reported to the OLA Parish Finance Council for suspension of attendance. *No child will be admitted to ECP for the new school year if the family account is past due.*

ENROLLMENT AGREEMENT Contract Accounts

<u>Days of Attendance per Week</u>	<u>Monthly Tuition</u>
1 day per week/child	\$61.00 (Monday, Tuesday, Thursday, Friday)
1 day per week/child	\$79.00 (Wednesday Only, 2:00 p.m dismissal)
2 days per week/child	\$122.00
3 days per week	\$157.00 (\$126.00/each additional sibling)
4 days per week	\$210.00 (\$168.00/each additional sibling)
5 days per week	\$262.00 (\$210.00/each additional sibling)

DROP-IN/EMREGENCY (Non-Contract) Rates

First 30 minutes	\$6.00 per child
Each 15 minutes thereafter	\$2.00 per child

Parents planning to use ECP on a drop-in basis must prepay \$50.00 per child; unused payments will be refunded.

Emergency or late carpool charges at the hourly rate for must be paid when the child is picked up.

Additional Program Fees

Registration Fee	\$30.00 if registered before May 15, 2011 \$50.00 if registered after May 15, 2011
Pre-K Extended Supervision	\$3.00 per day / per child 1:30 pm Wednesday / 2:45 pm other weekdays until ECP opens
Late Pick-up Fee	\$1.00/minute after 6:00 p.m
Enrollment Change Fee	Two changes — no charge \$25.00 each additional change
Late Payment Fee	\$25.00 per month until the account is paid in full
Child Activity Fee	\$2.00 per day for non-contract agreement attendees in ECP-sponsored enrichment classes (<i>see Section I</i>)

D. EMERGENCY AND LATE CARPOOL ATTENDANCE

Children who are not picked up on time following OLA Catholic School carpool will remain at the school until the driver arrives. Children who have proper documentation on file in the ECP office will be brought to the program at the close of carpool. The hourly drop in rate of \$6.00 for the first 30 minutes will be assessed to all families involved in late carpool emergency, and late carpool fees must be paid at the time of dismissal.

No child will be checked into ECP without required documentation under any circumstance.

E. WITHDRAWAL FROM THE PROGRAM

Parents wishing to withdraw their child from the program must provide a statement in writing at least one week prior to the discontinuation of this service. All outstanding fees due the program must be paid in full at that time.

F. DISMISSAL PROCEDURES/RELEASE OF CHILDREN

The ECP check-out desk is located by the glass doors in the gym lobby. Once a child is signed out, an ECP Counselor will be responsible for getting the child from his/her location to the front desk. Parents need to leave ample time to pick their children up from ECP and cannot expect their child to be waiting in the lobby for them by calling them in from the playground as they arrive. Children must be dismissed by an ECP Counselor who has been informed that the parent is signing the child out. Taking short cuts at dismissal could result in a child being dismissed improperly.

No child will be allowed to leave the premises without the supervision of the parent or authorized party and according to ECP required procedures. All authorized parties must be indicated on registration forms. Telephone and email authorizations are up to the discretion of the Director and may be refused.

ECP has a security system that allows for assigned security codes. Families using the program on a contract basis (not drop-in) will be assigned a code with which they will gain access to the facility. This code also allows the authorized parent to sign out the child at the close of the day.

Students attending after school activities will be signed into ECP only when the activity is over. ECP will take no responsibility for children attending such programs. These programs include, but are not limited, to band, choir, basketball, art, scouts, youth group, play practice, private tutoring, and ECP-sponsored enrichment classes.

G. DAILY SCHEDULE AND HOMEWORK POLICY

Students are escorted to the Activity Building for Extended Care at the close of the school day by OLA Catholic School personnel. Attendance is taken, and a head-count is conducted to verify attendance. Outdoor or gym time begins as soon as attendance is taken and ends in thirty minutes. Pre-K through first grade students play in the cafeteria and have snack while the older children are outside. Second through eighth grade students are served a light snack from 3:45 pm until approximately 4:00 pm, at which time homework period begins.

At approximately 4:30 pm children who have completed homework may transition to outdoor or gym play, depending upon staff ratios and weather conditions. Younger children are moved into the cafeteria for arts and crafts, free play, Lego construction, etc. Occasional visits are also made to the library for "story time" for younger students. Older students requiring additional time to complete homework are allowed to work in supervised areas.

At 5:00 pm all children move into the gym for various forms of play. Those children bringing non-electronic games and toys from home can take them out for play. However, ***ECP cannot be held responsible for lost personal items.*** Many supplies and activities are set up for free choice play, such as puzzles, toys, balls, sporting equipment, drawing or building. Older children may choose to "sit and talk" and relax with friends.

The program closes at 6:00 pm.

Homework

Homework Hour is held daily except on Fridays, when homework is optional and not scheduled into the day. Children are provided a supervised, quiet environment in which to do homework. They are discouraged from working in groups with friends as this is very distracting. Children in grades Pre-K and Kindergarten who do not have homework are taken outdoors or to the gym for active play. If a child in grades 1 through 8 has no homework he/she must spend their time quietly during homework hour as not to disturb other children.

Every effort is made to assist children with their homework. The ECP Counselors are not trained tutors, however, and are not "homework police." Every reasonable effort is made to insure that "written" homework is completed. *Studying for tests, researching papers or preparing special projects should be done with the family at home.* . If a family would like to make specific homework requests, the Director will need to be notified for approval.

Children who need additional time after Homework Hour are given as much opportunity as possible, depending on staff availability.

Please note: Children who attend after school activities prior to arrival at ECP (i.e., band, scouts, art, karate, etc.) will miss part or all of the scheduled Homework Hour. Due to the need for proper staffing of all program children, it may be necessary to include late arriving children into the general population to complete their homework.

H. DRESS CODE

On days when school is in session, students will remain in school uniform. Shoes may be changed, ties removed and shirttails pulled out. Children are expected to wear sturdy shoes for outdoor play. *ECP is not responsible for lost personal items or clothing.*

Children who are leaving ECP for sporting events off campus may change into their sports clothing after dismissal and under the supervision of their parent/guardian. Children will not be allowed to change into uniforms prior to dismissal.

I. ECP-SPONSORED ENRICHMENT PROGRAMS

The Extended Care Program offers various enrichment programs for OLA Catholic School students to participate in after school. These enrichment programs include, but are not limited to, Dance, Playball, Karate and Science. Sessions will run eight to twelve weeks. Families will be allowed to sign up with various independent instructors, and the first session will begin in early September.

Children will be signed into ECP at the end of the period by ECP staff. *No adjustments in ECP fees will be made for time spent in ECP-sponsored or school sponsored programs.* Families who have contracted their children into ECP by submitting the Enrollment Agreement for days on which they attend Enrichment Classes will pay no activity fee for these classes. All other non-enrolled families will be required to pay a \$2.00 per day/child activity fee for each day the enrichment class is in session.

All ECP sponsored programs will be conducted in the Activity Building under the supervision of the ECP Director. Children attending these programs will be supervised until classes begin and will be given a light snack. Upon completion of the class, students will be supervised until picked up by the authorized person. Children not picked up within 10 minutes of the class ending will be signed into ECP and charged the hourly fee.

J. DISTRIBUTION OF MEDICATIONS

It is the responsibility of each family to meet with the ECP Director to discuss any special needs the child may have.

NO over-the-counter or prescription medication will be given to any student without a signed Archdiocesan Medication Form on file with the ECP Director. This form must be signed by both the parent/guardian AND the child's physician. No antibiotic medication can be administered in any Archdiocesan program.

All medication must be provided in the original container and given to the ECP Director by the parent. ECP personnel will administer medicine per physician's instruction. Documentation of dosages given is recorded on the medication dosage form. If the staff notes an adverse reaction to medication, the parents will be notified immediately. The reaction will be recorded on the sheet used to document dosages of medication given.

K. HEALTH AND SAFETY

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) it is the responsibility of the family to meet with the ECP Director to ensure she knows what to do if a problem should occur during program hours. All necessary medication and signed Archdiocesan Medication Forms (see above) must be provided to the ECP Director. **ECP STAFF CANNOT ACCESS MEDICATION IN THE SCHOOL NURSE'S OFFICE.**

Allergy

If a child has a severe allergy, it is the responsibility of the family to notify the ECP Director and provide an Allergy Action Plan, along with required medication. It is the policy of the ECP program to remain as "peanut free" as possible. Children with severe peanut allergies may, however, be asked to provide their own snack and/or sit in a "peanut free" zone during snack period.

Illness

If a child has any one of the following conditions, the parent will be notified and expected to pick up the child immediately: **contagious disease, fever over 100 degrees F, vomiting, diarrhea, or any condition requiring medical attention.**

Staff or any other persons being supervised by the staff shall not be allowed in the center that knowingly have or present symptoms of a fever or diarrhea.

If it becomes apparent that a child has contracted a communicable disease, the affected child's parents will be notified immediately to pick up their child. Parents of all other students in the program will be notified the same day at the time of pick up.

Accident

In case of accident or illness, parents of the child will be called immediately. Per the Parent Agreement, any injury to the head will result in parents being contacted. If the parent cannot be reached, the child will be taken to Children's Healthcare of Atlanta via emergency vehicle for treatment. All fees for such medical treatment and transportation will be the responsibility of the family.

Outdoor Play

Outdoor play will not be allowed if/when the temperature (including wind chill) falls below 35 degrees F or it is raining, snowing, hailing, stormy, lightning, thundering, or when the ECP Director determines the temperature is too uncomfortably high or cold for the children to tolerate.

Bathroom Accidents

Children attending ECP and its sponsored programs are to be fully potty trained. A child who has an "accident" will be expected to clean him/herself and change his/her own clothing. If the child is unable to do so, the family will be contacted. No staff member of ECP will be allowed to clean a soiled child or change the child's clothing. Children in the Pre-K class should carry a full set of clothes for the ECP program, in addition to a spare set for the classroom.

L. EMERGENCY PROCEDURES: TORNADO, FIRE and EVACUATION

ECP will be closed on any occasion when OLA Catholic School is closed due to the following events or loss of utilities. Should these events occur during the hours of ECP operation, parents will be contacted to pick up their children immediately.

Parents are required to keep their emergency contact numbers current at all times for emergency dismissals. Please provide two emergency contact numbers — one for general information and one for immediate, emergency contact at all times.

Severe Weather

A weather alert radio will be on at all times the program is in session. Students and staff will stay in the Murray Center during thunderstorms and tornado watches. Should a Tornado WARNING be issued the students will be moved to locker rooms and the bathroom hall away from windows.

Fire

Students will be evacuated according to the approved evacuation routes posted in the rooms and hall to a location away from the building. Roll call and head-counts will be taken, and no child will be readmitted to the building until authorization has been given.

Monthly fire drills will be performed. **No child will be dismissed from the program during a fire or evacuation drill.**

Evacuation

If it becomes necessary to evacuate the students from the Murray Center because of a gas leak, bomb threat, etc., children will be routed off the school grounds to a pre-determined reunification site. Roll call will be taken to ensure all children are present, at which point parents will be contacted to pick up their child.

M. PERSONAL BELONGINGS

Children store their belongings in designated space while in the ECP program. We discourage bringing personal items to the program, especially those of value. Children are encouraged to put all personal items in their book bags and to keep the bookbags zipped up.

At the end of the day, all items left in the locker room will be placed in the lost and found box in the hallway.

Cell phone and iPod use is restricted on all days except Friday when use is permitted at the discretion of the ECP Staff.

ECP is not responsible for lost personal items or clothing.

N. SNACK/LUNCH

Daily afternoon snacks are provided based on USDA nutrition guidelines. Snacks consist of fresh or packaged fruits, crackers/bread (tortillas, nachos, graham crackers, pretzels, etc.), and cheese products. Milk, water, or 100% juice products are served as drinks. The daily snack menu is posted in the lobby of the Murray Center.

Families must notify the ECP Director if their child has food allergies. ANY CHILD WITH PEANUT OR OTHER FOOD ALLERGIES MY BE ASKED TO BRING THEIR OWN FOOD TO ECP and written authorization must be submitted to the ECP Director prior to the food being served. If a parent would like for their child to bring a snack other than that provided by the program, the approval of the Director is required and a letter from the parent is required.

No child is to bring candy, chips, or sodas to ECP, and no child may purchase sodas from the vending machines while in attendance in ECP. Personal water bottles are permitted.

O. DISCIPLINE AND DISCHARGE

Children are entitled to a safe, pleasant and harmonious environment in our program. Likewise, ECP staff personnel are entitled to respect from the children in our program. The Extended Care Program cannot serve children who display chronically disruptive or disrespectful behavior to children or adults. Students and families agree to abide by all rules and regulations set forth in the ***OLA Catholic School Parent/Student Handbook*** as well as the ***ECP Family Handbook of Policies and Procedures*** while participating in the OLA Extended Care Program.

If a child cannot adjust to the program setting and behaves inappropriately, the Director has the discretion to discharge the child from ECP either temporarily or permanently.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that:

- Requires constant attention from the staff
- Inflicts physical, verbal or emotional harm on other children
- Abuses Staff members by using inappropriate language, attitudes or behavior
- Ignores or disobeys the rules which guide behavior during the after school day and program time
- Disrespects and abuses the physical property of others or the ECP program
- Impacts the safety of any child in the program

Reasonable efforts will be made to assist children to adjust to the program setting.

Disruptive behavior will be dealt with in the following manner.

1. The disruptive child will be redirected to another activity or group of friends. Groups of friends who display inappropriate or disruptive behavior will be separated.

2. After receiving verbal and/or written warnings, the child will be removed from the play area for an appropriate period of time (one minute per year of age) for a “time in” period to think about his/her behavior.
3. If a second “time in” time is required, the child may be removed for the rest of the afternoon from certain activities or friends.
4. If a third “time in” period is given to a child in a single day, the staff will write an incident report and a copy will be given to the parent(s) or guardian to be read and signed. The report will be maintained in the student’s ECP file.
5. If a child receives three written behavior related incident reports the child may be suspended or discharged from the program at the discretion of the Director.
6. **If the severity of a problem is great enough that it could endanger the safety or well being of the child or other children in the program, discharge will be effective immediately. The parents will be contacted and asked to pick-up the child.**

Readmission of the child will be determined by the program Director.

P. PROGRAM’S EXPECTATIONS OF THE PARENTS

- Complete and return all required forms prior to using ECP
- Pay fees on time
- Keep the child’s records up-to-date
- Pick-up children on time
- Reinforce and support the rules of the ECP program and staff

Q. CHILDREN’S EXPECTATIONS OF THE PROGRAM

- To have a safe, supportive and consistent environment
- To use all of program equipment, materials, and facilities on an equal, age appropriate, basis
- To receive respectful treatment
- To have discipline that is fair and non-punitive
- To receive nurturing care from staff members who are actively involved with them

R. PROGRAM’S EXPECTATIONS OF THE CHILDREN

- Be responsible for their behavior; show respect for Counselors and other children
- Respect and follow the school and program rules as instructed by ECP Staff
- Remain with the groups and Counselor at all times
- Take care of materials and equipment properly and return them to their appropriate place
- Use proper manners when eating snack and assist in lunchroom cleanup

S. Our Lady of the Assumption Catholic School Tentative Calendar 2011-2012

The ECP program is open only on days when OLA Catholic School is in session for the full day.

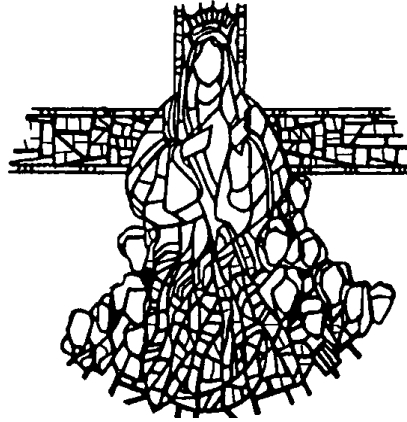
All dates for the Extended Care Program are based upon the OLACS calendar and may be changed by either the school or the ECP Director at their discretion as needed.

UNLESS OTHERWISE NOTED, ECP WILL BE CLOSED ON THE FOLLOWING DAYS:

Teacher Pre-Planning	8/8-10/2011
First Day of School (Noon Dismissal)	8/11/2011
PK-2 NOON Dismissal (<i>Testing</i>)	8/12/2011 (ECP Open at 3:15 pm)
PK-2 NOON Dismissal (<i>Testing</i>)	8/15/2011 (ECP Open at 3:15 pm)
No School (Labor Day)	9/5/2011
No School (Faculty Retreat)	9/6/2011
No School (Archdiocesan In-Service)	9/30/2011
No School (Teacher Workday)	10/10/2011
No School (Student-Led Conferences)	10/20-21/2011
No School (Thanksgiving)	11/23-25/2011
NOON Dismissal (Christmas Break Begins)	12/16/2011
No School (Christmas Break)	12/19/2011 — 1/1/2012
No School (Teacher Workday)	1/2/2012
No School (MLK, Jr. Day)	1/16/2012
No School (Archdiocesan In-Service)	2/17/2012
No School (Presidents' Day)	2/20/2012
NOON Dismissal (Grandparents' Day)	3/9/2012
No School (Student-Led Conferences)	3/23/2012
No School (Spring Break)	4/2-6/2012
No School (Easter Monday)	4/9/2012
Kindergarten Move-Up Day	5/24/2012 (ECP Open at 3:15 pm for grades 1-8)
NOON Dismissal (Last Day of School 1-7)	5/25/2012
SCHOOL CLOSED (Memorial Day)	5/28/2012
Teacher Post-Planning	5/29-30/2012

T. REQUIRED ACKNOWLEDGEMENT OF RECEIPT

**OUR LADY OF THE ASSUMPTION PARISH BASED
EXTENDED CARE PROGRAM
FAMILY HANDBOOK OF POLICIES AND PROCEDURES**



This handbook has been prepared as a guide to the policies and procedures and other information to assist our families with the Our Lady of the Assumption Extended Care Program. The information contained in this handbook establishes guidelines only. The Extended Care Program reserves the right to make changes in the content or application of this handbook and to implement those changes with or without notice.

I have received and read thoroughly a copy of the Our Lady of the Assumption ECP Family Handbook. I understand it is my responsibility to become familiar with these policies and procedures and to abide by them. I understand that my child's continued enrollment in this program is dependent upon the continued support of the mission, policies and procedures of the school as documented in this handbook.

Parent/Guardian Name (print): _____

Signature: _____

Date: _____

****The return of this Acknowledgement is required for participation in ECP. Please return to the attention of:**

Dorothy Mickwee
Director
Extended Care Program