

St. Lawrence O'Toole

After School Program

2006-2007

**St. Lawrence O'Toole School
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“Creating life long learners in a Catholic environment”

Welcome to our After School Program

Welcome! This will be an exciting year as we launch our newest educational program. As with all new programs, our first year will be a learning experience. Modifications and refinements will be made when needed. I am sure that together we will be able to forge a program that will serve the children by guaranteeing their safety and enjoyment.

All St. Lawrence students K-8 are eligible to attend the After School Program. You have the option to send your child to the program on a daily basis, a few days a week, or just occasionally when the need arises. If your child(ren) will attend only occasionally, please indicate that on the Registration Form.

Program Hours

- **Monday through Friday from 2:40 PM to 6:00 PM**
- **On First Fridays from 11:00 AM to 6:00 PM**
- **On early dismissal days due to emergency related closings, for example inclement weather, there will be No After School Care**
- **On non-school and/or vacation days the Program will not be in session**
- **All children must be picked up by 6:00 PM. A late fee of \$10 will be charged**

Fees for 2006-2007

\$6 / hour for one child
\$11/ hour for two children
\$16/ hour for three children
****Late fee charged after 6:00 PM**

Payment

Payment will be made on a monthly basis. A tuition envelope will be sent home. For those families who only utilize the program occasionally, a tuition envelope will be sent home at the end of the week.

Attendance

If your child regularly attends the program and will not attend After Care on a specific day, please let us know by a note or phone call to the school office or by notifying the After Care Staff the day before.

If your child will attend After Care on an as needed basis, please send a note to the school office marked “After Care Program”. All children will meet in the gym for attendance and then proceed to the program activity area.

Pick up

Please come into the building and sign your child out in the Sign Out Log Book. If someone who is not listed on your Registration Form will pick your child up, you must send in a note advising us of this change.

Conduct

For the safety and enjoyment of all our After School Program participants, children must follow the code of behavior of the program. The rules for behavior are designed to keep our environment safe. The After School Staff will review the rules of behavior with the children. Parents will be notified if any problems arise.

Registration

Please fill in the enclosed form and return it to the school as soon as possible by snail or email. This will enable us to plan to accommodate the needs of our families.

You may utilize the program on an ‘as needed’ basis if you notify the school office in writing the day before. Your child’s safety is always our first concern.

Sample Schedule

2:40 PM – 3:00 PM

Sign in/Change out of uniform

3:00 PM – 3:30 PM	Snack
3:30 PM --4:30 PM	Supervised homework time/ Playtime
4:30 PM – 6:00 PM	Indoor Activities

******on early dismissal days the children will enjoy a “Popcorn and a Movie” afternoon******

Snack Time

The children will be served a snack daily. Typical treats will include: cookies, crackers and cheese, pretzels, yogurt, fruit snacks, and iced tea, juice, or milk.

If your child has a special dietary need, please let us know.

On half days, children must bring their own lunch since there is no cafeteria service on these days. Milk will be available for sale.

Student Emergency Information

Emergency contact numbers are important. Please fill in the Registration Form indicating the emergency contact numbers the After Care Staff should use to reach you. Please be sure to update these numbers if changes occur during the year.

Staffing

We are pleased to introduce our Program Director, Carolyn De Alleaume. Ms. De Alleaume has a B.B.A. majoring in Accounting from the University of Massachusetts at Amherst. She is currently pursuing New York teaching certification in Mathematics. She has

been a Kindergarten teacher aide and a counselor/child care provider in the Pine Grove School Summer program.

Our Assistant Director is Mrs. Melissa Olsen. Mrs. Olsen has a B.S. in Communication Disorder Science from Plattsburgh State University and a M.A. in Childhood Education from Hunter College. She has worked Campus Kids, a summer program, and on the elementary school level. Mrs. Olsen is also our Pre-School four year old teacher.

Our program will be staffed daily by both adult personnel and student volunteers.