



OUR LADY OF PERPETUAL HELP SCHOOL

575 Fowler Avenue Pelham Manor, New York 10803
(914) 738-5158 FAX (914) 738-8974 E-mail W502@adnyeducation.org

AFTER-SCHOOL HANDBOOK 2018-2019

- For the convenience of our parents, Our Lady of Perpetual Help School provides an After-School Program from 3 – 6 PM school days and 12- 6 PM on half days.
- There will be no program on the last school day before a holiday or vacation period.
- The phone number for the After-school program is **914-813-2785**. This number will ONLY be answered when after-school is in session. Please do not call it during the day or leave messages as no one will receive them. All messages before 3:00 should be directed to the Main Office 914-738-5158.
- **Discounts apply if you pay monthly.** The monthly discounted rate is \$10.00/day and is due the FIRST SCHOOL DAY OF THE MONTH.
- Even if you are not enrolled monthly, you may still use the service and pay the daily rate of \$15.00/day and \$30.00 for early dismissal days (12 noon-6 PM). ***Per Diem Payments should be sent to the main office in an envelope marked with your child's name, grade, and amount enclosed.***
- In the event of emergency, please feel free to call the Main Office so that we may help you and bring the student to After-School. *Per diem rate will apply.*
- Parents must provide a phone number where they can be reached between dismissal and 6 P.M.
- PAYMENTS SHOULD BE SENT TO THE MAIN OFFICE IN AN ENVELOPE MARKED WITH YOUR CHILDS NAME, GRADE AND AMOUNT ENCLOSED. This should be a separate check from tuition.
- For families paying the monthly rate there is a savings for each additional child registered. The first child will pay 10.00/session, the second will pay 9.00/session, the third 8.00/session etc.
- **Our children's safety is our top priority and students are never allowed to be unsupervised in the building.** Therefore, children taking advantage of any after school academic, sport, or social activity should report to After-School if the activity does not begin at the close of the school day. Likewise, if a parent is not able to pick a child up after an activity they will be sent to After-School.
- In order to insure their safety, no students will be allowed to leave the building at any time after dismissal.
- In the event that you do not wish your child to attend After-School on a particular day please notify the Main Office. There is no refund for missed days from the monthly rate.

- **If pick-up is after 6 PM, an additional fee of \$10.00 per child per 15 minutes or part thereof will be charged and is due at pick up time.**
- Students may enjoy a snack, please feel free to send it with them in the morning.
- Friendly reminder: On early dismissal days please send lunch and snack to school.
- After having a snack the children will have supervised recreation time. Then, all children will be expected to do their homework. Help is available from the supervising teachers. Once homework is completed the children will again enjoy supervised recreation time.
- For the safety of the children students must be signed out of After-School by a responsible adult.
- *In order to ensure that all students benefit from a positive experience, failure to comply with all After-School policies will result in removal from the program.*
- **Please be reminded that After-School childcare is tax deductible. Please remember that you must alert the Main Office when you register that you would like a statement in January for your tax records.**