



# **Our Lady of Peace School Before and After School Care Handbook**

**2020-2021**

Our Lady of Peace School  
709 Plainfield Road  
Darien, Illinois 60561  
630-325-9220



## **Eligibility**

Students attending Our Lady of Peace School may be enrolled in the Before and After Care Program providing that they are in full day preschool and kindergarten through eighth grade. Full day and half day preschoolers and kindergarteners are eligible for before school care, while full day preschoolers and kindergarteners may take advantage of after school care also.

## **Fees**

The charge for before and after school care is \$6.00 per student per hour.

Payment for BAAC is made twice per month, on the 5th and 15th, through the FACTS Management Program. You must have a FACTS account in order to utilize the BACC service. Cash or checks are not accepted as payment for BACC services.

## **Schedule**

Calendar – The Before and After Care Program will follow the school calendar. Each day of attendance will also be a day of before and after care unless otherwise noted.

Hours – The hours for operation of the program will be 7:00 AM until 8:00 AM and from 3:15 PM until 6:00 PM.

Holidays – When school is not in session, the before and after care program will not operate. This includes institute days as well as legal holidays.

Half Days – In the event of a half day of school, there will be no after care provided.

## **Facility**

Being blessed with a beautiful facility also affords flexibility for room usage. For the majority of their time, the children in attendance will be in the preschool room (110).

## **Procedures**

### **Pick Up and Drop Off**

#### Before School Care

At drop off time, parents/guardians will escort their children to Door #2 and ring the bell for admittance. At 8:00 AM, children are dismissed to their classroom.

#### After School Care

Once children are dismissed from their homerooms, they will proceed to the preschool room. Attendance will be taken, and the provider will call the office to alert the secretaries to the absence of any expected student. The office will follow up to determine the location of students not reporting to the preschool.

At pick up time, parents will again ring the bell at Door #2 for admittance. They must sign their children out, noting the time. Until the provider becomes familiar with families, an ID will be required before a child will be released. Parents choosing to carpool must list all parties authorized to remove a child from the building and each of these parties will need to sign out each child they take.

#### Coaches' Exception

Children to be released to a coach to attend a practice in the OLP gym may do so upon the provider receiving signed documentation from a parent/guardian. The coach may sign a child out and must also note the time.

#### Emergency Information

Prior to the first day of attendance each student must have an emergency card on file. Information must include emergency call numbers, as well as those persons to whom children may be released in case of emergency.

## Emergency Situations

The care provider can be reached at **630-325-4321**.

Should an emergency arise, the procedures in place for the grade school will be followed by the after care program. Evacuation in case of fire will be according to the posted information in each room. In case of a tornado, the emergency measures recommended and posted in the rooms will be followed. Until the crisis has passed, the children will shelter in place while parents/guardians are notified of the time and place for pick up should it differ from normal procedures.

## **Code of Conduct**

Please refer to the Our Lady of Peace School Handbook for the code of conduct. The expectations held for students do not change with the end of the school day. Consequences for violating the code of conduct may result in loss of privilege, as well as removal from the after school care program.

## **Snacks**

Because so many children have allergies or particular food preferences, it is left to families to provide healthy snacks for their children during the time they are in before or after school care. Should a child need to bring breakfast in the morning, please be sure that is appropriate to the setting. An after school snack is strongly recommended.

## **Cell Phones/Tablets/Electronic Games**

Students may bring in cell phones or electronic games, however, they must be surrendered at the start of the day into the keeping of the care provider. The phones and games will be kept in a safe place during the course of the school day and returned to the child while at BAAC. Please be mindful of the fragility and cost of these items and instruct your child in their proper care and maintenance.



## Our Lady of Peace School Before and After Care Reservation Form

Week of \_\_\_\_\_

Family Name \_\_\_\_\_

Child(ren)'s Name(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**\$6.00 per hour, billable in ½ hour increments (rounded up).**  
**Before Care 7:00 A.M. - 8:00 A.M. After Care 3:15 - 6:00 P.M.**

	Before Care *Sign in Time Enter # of Children	After Care Sign Out Time Enter # of Children	Parents Initials	Charges (Office Use)
<b>MONDAY</b>				
<b>TUESDAY</b>				
<b>WEDNESDAY</b>				
<b>THURSDAY</b>				
<b>FRIDAY</b>				

**TOTAL CHARGES (to be calculated by school office)** \_\_\_\_\_

Charges for Before and After Care will be automatically debited twice a month through the FACTS Management Program.

The school office reserves the right to adjust the proposed charges to reflect the actual time your child(ren) remained in care.

After Care ends at 6:00 P.M. Late charge of \$10.00 will be assessed anytime after 6:00 P.M. Continued pick-up after 6:00 P.M. may result in exclusion from After Care Program.







**OUR LADY OF PEACE SCHOOL  
BEFORE AND AFTER CARE PROGRAM  
2020-2021 School Year**

**Not available on days the school is closed or on half days of school**

**Not available during the summer months**

**All families who plan to use the Before and After Care Program must be registered and complete the contact information paperwork.**

**BEFORE CARE HOURS**

**7:00 AM – 8:00 AM**

**AFTER CARE HOURS**

**3:15 PM – 6:00 PM**

**NOTE: After Care ends at 6:00 PM**

**Parents are responsible for a snack for their child if they wish the child to have a snack during the before or after care hours.**



**Our Lady of Peace School Before and After Care Program  
Emergency Information and Registration 2020-2021**

**PLEASE PRINT:**

		<b>Phone Number</b>
<b>Last Name</b>	<b>Father</b>	<b>Mother</b>
<b>Address</b>	<b>City</b>	<b>Zip Code</b>
<b>Father's Place of Employment</b>	<b>Work Phone #</b>	<b>Cell Phone #</b>
<b>Mother's Place of Employment</b>	<b>Work Phone #</b>	<b>Cell Phone #</b>

**List two emergency names to call only if parents cannot be reached: Please list in the order in which you would like them to be called.**

1. \_\_\_\_\_ **Relation** \_\_\_\_\_ **Phone** \_\_\_\_\_

2. \_\_\_\_\_ **Relation** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Doctor** \_\_\_\_\_ **Phone** \_\_\_\_\_

***\*\*Note: Please see following page for Emergency Release Form.\*\****

**List your child/children's Name & Grade**

**List Medications, Health Problems  
or Allergies (if any)**

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**PLEASE CONTINUE ON REVERSE SIDE.**

## EMERGENCY RELEASE FORM

A situation may arise which would necessitate an irregular dismissal of students from Our Lady of Peace School's after care program, or parents may face an emergency that necessitates another adult must pick up their child.

In such a situation, students will be released to only designated adults. If I am unable to be contacted by telephone or unable to pick up my child/children I give the faculty and staff of Our Lady of Peace School and the program Director of after care permission to release my child/children to the following adult(s).

Name of Designated Adult

Home Phone

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_

Please print name: \_\_\_\_\_

The above named adults will be asked to display proper identification to confirm identity before a child will be released.