



# **Our Lady of the Snows School**

## **Extended Day Program**

### **Parent Handbook**

Our Lady of the Snows Extended Day program is a before and after school care for regularly enrolled children. It serves only the children enrolled at Our Lady of the Snows and legally can operate only on days when school is in full session. This does not include half day sessions. The facility is not licensed or regulated by DCFS.

**Our Lady of the Snows School**  
**4810 S. Leamington Ave.**  
**Chicago, Illinois 60638**

Extended Day Cellular Number: (773) 255-3437  
School Office: (773)-735-4810

Principal: Dr. Matthew Wester  
Before School Supervisor: Mrs. Mariana Avila  
After School Supervisor: Mrs. Pat Gonzalez

## Welcome

We are open each full day of school. Hours of operation are the following: 6:45am -7:45am and 3:00pm–5:45pm.

The Extended Day Program provides supervision, recreation, and fun activities for students in Our Lady of the Snows School. It serves working families who desire both parochial school education and supplementary daycare in a Catholic environment for children.

Students will have the opportunity to work on their homework, play games, and complete service hours (if available). In addition, there is time set aside for a snack at 3:30pm.

The program strives to provide individual attention, security, consistency, and fair treatment for children of working parents.

## Fees

Additional areas of parental responsibilities are in the matters of prompt fee payment, and prompt pick-ups.

- **Morning Program Fee**

\$5.00 a day per family (Arrival before 7:30am)

- **Afterschool Program Fee**

\$12.00 per hour for one child

\$14.00 per hour for two children

\$15.00 per hour for three + children

Your billing period is from the 15th through the 15th of every month. You will receive a charge on your Facts Management account on the 30th of every month for your Extended Day (Before & After School Care) hours. If you have any questions regarding your hours or fee, please contact Pat Gonzalez, Extended Day Director.

**A late fee of \$3.00 EVERY MINUTE will be assessed for late pick-ups beginning at 5:45pm.**

**The school reserves the right to discontinue After School Care for families whose children consistently arrive late for pick-up or fail to follow established rules and procedures.**

## Children's Behavior

The children are expected to respect the person or persons in charge, each other, and the materials provided. They must NEVER leave the building without permission.

## After School Activities

If your child is in an after-school program, please let us know ahead of time if he/she will be coming to Extended Day after his/her club is over, so we can ensure that the Extended Day Supervisor is still in the building.

## Parental Responsibilities

With the children's safety and well being in mind, it is MOST important that the parent fill out the following forms:

- Medical Information Form
- Registration Form
- Pick-Up Designation

One of the most important regulations concerns the child leaving the premises of the school.

- Parents or guardians should not send persons whose signatures are not on the emergency card to ask for the release of the child. For the child's safety, the release of the child will not be granted.
- Parents or guardians should not take the child(ren) from the school without notifying the director.

## Homework

Children are encouraged to work on homework during Extended Day. However, it is the child's responsibility to acknowledge his/her assignments. We have no way of knowing what work, if any, has been assigned to which students.

## Absences

If it is known in advance that a child will be absent for any amount of time, please notify the supervisor in writing.

If a parent takes a child from the school for any reason, the extended day program should be notified that day.



**I affirm that I have read, understand, and agree to abide by, the policies set forth  
in the Our Lady of the Snows Extended Day Handbook.**

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

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_