

EXTENDED CARE PROGRAM
HANDBOOK
2011 - 2012



OUR LADY OF MERCY ACADEMY
Whippany, New Jersey

Extended Care Program

Our Lady of Mercy Academy
90 Whippany Road
Whippany, New Jersey 07981

(973) 886-9161
(after school hours)

Staff:

Mrs. Sylvia D'Anna
Mrs. Diana Montalto
Mr. Jeff Mrozak
Mrs. Maryann Ripa
Miss Casy Byron
Mrs. Coleen Mills
Mrs. Geri Zecchino
Mr. Anthony Zecchino

Place:

Our Lady of Mercy Parish Center

Schedule on School Days:

Daily 2:10 - 5:30 p.m.

Fees:

NUMBER OF DAYS	TUITION
Five days	\$ 190.00 per month
Four days	\$ 160.00 per month
Three days	\$ 120.00 per month
Two days	\$ 85.00 per month
One day	\$ 55.00 per month
DAILY RATE:	\$ 20.00

Payment is due on the first of each month and should be made by check payable to *OLM Extended Care*.

Children must be picked up by 5:30 p.m.

A late fee of \$5.00 will be charged for every 15 minutes of service after 5:30 p.m.

General Information

The Extended Care Program is open from 2:10 to 5:30 p.m. daily. In the event the school is closed during the day due to inclement weather, the program will be closed. If the school is closed during the day because of an emergency, families will be notified. Extended Care will not be provided on the half days before Thanksgiving, Christmas and Easter vacation and the end of the school year.

The program provides professional care, supervision and recreation activities. Staffed by our own teachers, it serves working families who desire childcare in a Christian environment. The program is available to children enrolled at Our Lady of Mercy Academy in Pre-School through grade 8.

Under the direction of the supervisors, the program strives to provide individual attention, safety, security, consistency and fair treatment for all children in attendance.

Fees are the sole support of this program; it is not subsidized by the school or parish.

Expectations for Behavior

The children will be expected to respect the staff, each other, and the materials provided by the program.

"Time-out" is the method used when discipline problems arise. Parents will be notified if a child is not cooperative. Continuous discipline problems will result in the dismissal of the child from the program.

Regular Activities

- . homework period
- . arts and crafts
- . cooking activities
- . playtime
- . games
- . videos
- . TV.

Snacks

A drink and a snack are provided each day. The cost is included in the tuition fee.

Clothing

Children should bring play clothes to change into for the program.

It is strongly recommended that you label all pieces of your child's uniform as the school is not responsible for lost articles of clothing.

Toys from Home

It is suggested that children not bring toys from home. If a personal toy becomes a problem source, it will be taken away until the child leaves for home. The school is not responsible for toys which become lost or broken.

Withdrawal

It is requested that you notify the office in writing of your intention to withdraw from the program.



PARENTAL RESPONSIBILITIES

Emergencies/Safety

- . It is most important that the parent complete an emergency card for each child enrolled, and then adhere to the instructions given.
- . Parents or guardians should not take children from the program without notifying the school personnel and signing the child out of school.
- . The office should be notified in advance if the child is to be picked up by someone other than the parent or guardian. If no notification is given, release will not be granted.



SPECIAL PROVISIONS AND PROCEDURES

Illness or Accident

- . In case of minor accidents, first aid will be administered on the premises.

- . Medication will not be administered unless a written statement from the parent authorizing the staff to administer the medication is on file.
- . Parents will be expected to make provisions for taking sick children home. The Extended Care Program does not have facilities for the transportation of children.
- . If adequate emergency instructions are not given by the parent or guardian or if instructions given cannot be followed at the time of the emergency, the staff will act according to their best judgment for the welfare of the child.



☆ CHILDREN LEARN AS THEY LIVE ☆

- . A child that lives with ridicule learns to be timid.
- . A child that lives with criticism learns to condemn.
- . A child that lives with distrust learns to be deceitful.
- . A child that lives with antagonism learns to be hostile.
- . A child that lives with affection learns to love.
- . A child that lives with encouragement learns confidence.
- . A child that lives with truth learns justice.
- . A child that lives with praise learns to appreciate.
- . A child that lives with sharing learns to be considerate.
- . A child that lives with knowledge learns wisdom.
- . A child that lives with patience learns to be tolerant.
- . A child that lives with happiness will find love and beauty.

