



**Our Lady of Perpetual Help Catholic School**  
8151 Poplar Avenue, Germantown, TN 38138-6138  
(901) 753-1181 ext. 340 Fax: (901) 754-1475  
[www.olphowls.org](http://www.olphowls.org)

Dear Extended Care Parents,

Welcome to the 2023-2024 school year. Our Extended- Care program this year will offer before and after care. Before School Care will be offered from 7:00 a.m.-7:45 a.m. and After School Care will be offered from 3:05 p.m. - 6:00 p.m.

The registration fee for extended care for 2023-2024 is **\$50** per family. We will be accepting this payment through our FACTS Management system. The daily rates for an individual student will be \$6.00 per hour. Rates for multiple students will be \$ 6.00 per hour for the first child and \$4.00 per hour for each additional child.

Please register for extended care on RenWeb through Enrollment. If you do not register with enrollment, you can use this form to sign-up. We will also need a copy of the family health insurance card in case of an emergency. This will help to expedite the registration process.

It is important that you read over our pick-up policies. Please be informed regarding our policies relating to after school extra-curricular activities. Our policies help to assure the safety of your child.

If you have any questions, please contact the school office.

We look forward to a great school year.

God bless,

Our Lady of Perpetual Help Extended Care

## EXTENDED CARE PROGRAM 2023-2024

Before Care is available beginning at 7:00 a.m.

Extended Care is available until 6:00 p.m.  
Extended Care phone number – 901-619-8729

### FEES

**Registration Fees:**

**\$50.00 per family**

**Before School care fees:**

**\$3.00 per child**

**After School care fees:**

**\$6.00 per hour per child**

**\$4.00 per hour per additional child**

**Overview of Extended Care Program**

3:10 p.m.	Snack and drink provided
3:20 p.m.	3 <sup>rd</sup> – 8 <sup>th</sup> grade – homework/study time 3K – 2 – play time, art projects, computer time, and games.
4:30 p.m.	K-8 <sup>th</sup> - Outside/ free play 3K – 4K – Outside play/free time.

**Sign Out:** When picking up your child, a signature along with the pick-up time picked is required.

**Pick-Up:** Children must be picked up no later than 6:00 p.m. each evening. Please be considerate in picking up your child on time, as we too, have evening obligations to meet. The fee for late pick-up will be \$2.00 per minute after 6:00 p.m. **Please call the extended care phone number when you have arrived on the property.**

**Extended Care staff is not responsible for transporting your child to extra-curricular activities that are not school related events (sports, scouts, and church activities). Persons indicated on your child pick up list may sign your child out for these after school activities.**

**Discipline:** All children enrolled in before and after school care will be expected to follow rules established by the staff for the safety and smoothness of the program. Children with persistent behavior problems will be asked to leave the program. Teachers are committed to positive reinforcement. If a major discipline problem occurs, you will be contacted.

**NO AFTER SCHOOL CARE ON Early Dismissal Days**

## **Our Lady of Perpetual Help School Extended Care Program 2023-2024**

### **Extended Care Missions and Beliefs:**

Our mission is to provide a safe and comfortable environment for our children. We will instill the fundamental beliefs of the Roman Catholic faith. Our students will continue to grow physically, mentally, spiritually and socially in the Extended Care Program.

### **Extended Care Staff Responsibilities:**

- \*Having the extended care room ready for arriving students
- \*Making sure a healthy snack is provided.
- \*Facilitating student attention on homework assignments during the designated time. The staff will not be responsible for corrections or completion.
- \*Creating a fun and stimulating environment for various age levels.
- \*Making sure all children are safely picked up by designated parent or guardian 18 years and older.
- \*Maintaining the room and having it ready for next day activities
- \*Securing the school and Parish facility at the close of the day.

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	3K – 2 – play time, art projects, computer time, and games.
4:30 p.m.	K-8 <sup>th</sup> - Outside/ free play
	3K – 4K – Outside play/free time.

\* Note: If a child is enrolled in after school activities, it is the adult leader's responsibility to deliver the child to Extended Care and sign them in following the end of the activity. If a child must leave Extended Care for an after-school activity, the parents are responsible for designating an authorized person for pick -up.

**Extended Care staff is not responsible for student transport to and from onsite activities.**



**INSURANCE – BEFORE AND AFTER CARE  
2023-2024**

BY SIGNING THIS AGREEMENT, YOU CERTIFY THAT THE STUDENT IS ADEQUATELY PROTECTED BY YOUR OWN GROUP MEDICAL CARE PLAN IN THE EVENT OF AN ACCIDENT DURING BEFORE OR AFTER SCHOOL CARE. IF YOU DO NOT HAVE ADEQUATE INSURANCE, YOU MUST PURCHASE SCHOOL INSURANCE BEFORE ENROLLING IN THE EXTENDED CARE PROGRAM.

**A COPY OF YOUR MEDICAL INSURANCE CARD MUST BE PROVIDED WITH THE REGISTRATION FORMS.**

I HAVE READ THE EXTENDED CARE PARENTAL AGREEMENT AND ACCEPT THESE FEES AND REQUIREMENTS.

NAME: \_\_\_\_\_