

Dear Parent(s) and/or guardian(s):

Welcome to the After School Program at Our Saviour School! Enclosed is the information which contains information regarding the After School Program. Please make sure you read over the information and let me know if you have any questions or concerns.

The After School Program is a non-profit program which requires payment for services as they occur, so that supplies can be purchased and made available to our participants. You may pay the following ways: by day, by week, or by month. If you lose track of how much you owe, the information is located on our **TeacherEase system under the Miscellaneous/Fees option**. Be sure you are looking at the After School balance and not the Lunch balance; you can change the option from a drop down feature. I will send an email notification of any unpaid balances at the end of each quarter.

The Program is setup to be flexible in order to meet the needs and the interests of the children. Most of all, we want to provide the children with a safe, healthy and happy environment in which to grow. Any problems or concerns should be directed to the program director, Paitra Gibson. I am looking forward to a great year with your child/children, and we thank you for sharing them with us.

Sincerely,

Paitra Gibson  
After School Program Coordinator  
(217) 243-8621 School  
(217) 370-3557 Cell  
[computerlab@oss-shamrocks.com](mailto:computerlab@oss-shamrocks.com)

## OUR SAVIOUR SCHOOL ~ AFTER SCHOOL PROGRAM

### General Information:

The Our Saviour After School Program will run from the time school is dismissed (3:00 PM) until 5:30 PM., Monday through Friday while school is in session. **When we have an early dismissal, whether it is scheduled or unscheduled (weather), we will NOT have After School care.**

### Daily Activities:

3:00-4:00 Indoor play in gym / Outdoor play on main playground (weather permitting)  
4:00-4:30 Bathroom break, Snack time, and Quiet time in the White School House  
4:30-5:30 Playtime, Movie time, Quiet time, Outdoor time (weather permitting)

### Homework Information:

Homework can be worked on at anytime from dismissal until pick-up. We will be incorporating an incentive for individuals working on homework when they come to after school.

The homework can include something that has been assigned by a teacher, or reading for a set amount of time. Reading would also count for Book It and/or the Six Flags reading program.

Kg-1st grade will earn a sticker once they have completed 15 minutes of 'work/quiet' time. Once they have achieved 5 days of completing 15 minutes of homework, they can pick something out of the prize box.

2nd - 8th grade will earn a sticker once they have completed 30 minutes of homework time. Once they have achieved 5 days of completing 30 minutes of homework, they can pick something out of the prize box.

\* With regards to primary students (Kg-2nd) we will have alternatives as I know from experience, they do not always have homework assigned. \*

### Fee Information:

Fees are: \$7.00 per day for one child      Late fees are: \$3.00 for each 10 minutes after 5:30 PM.  
\$4.00 per day for other children in the family

Children will only be dismissed to their parents or persons listed on the enrollment form. If a person other than those listed will be picking up a child, arrangements must be made in advance with the program director.

Please, no toys or electronic devices from home (games, dolls, phones, ipods, etc.)