



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

Welcome to the After School Program at Our Saviour School! Enclosed is 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 that 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.

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 Play time (outside if weather is permitting / otherwise in the gym)
4:00-5:30 Bathroom break, Snack time, and Movie time / Quiet time
****Pre-K students will be in the 3-year-old preschool room****
****Kg-8th grade students will be in the art/science lab****

Fee Information

Fees are: \$9.00 per day for one child Late fees are: \$3.00 for each 10 minutes after 5:30 PM.
\$5.00 per day for other children in the family

Please, no outside snacks (due to allergies), toys or electronic devices from home (games, dolls, phones, ipods, etc.)

The Program is set up to be flexible in order to meet the needs and 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

OUR SAVIOUR AFTER SCHOOL PROGRAM FORM

Please complete and return this form to the school office

Parents/Guardians

Mother _____ Address _____ Phone _____

Father _____ Address _____ Phone _____

CHILD/CHILDREN'S NAME _____ Grade _____

_____ Grade _____

_____ Grade _____

Please indicate which days your child/children will be attending the program (please note the pick-up time in the blank below):

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Please list persons authorized to pick up your child/children from this program:

Name: _____ Relation to the child: _____

Name: _____ Relation to the child: _____

Name: _____ Relation to the child: _____

Name: _____ Relation to the child: _____

Emergency contacts and phone numbers where they can be reached.

Name: _____ Contact Number _____

Name: _____ Contact Number _____

Allergies:

I have been informed and understand this program's policies pertaining to the admission, care and discharge of the children.

Signature of Parent/Guardian

Date

Any questions, contact Paitra Gibson After School Program Coordinator at (217)370-3557

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.