



# OUR LADY OF SORROWS SCHOOL

*In Faith and Love we build Christian Community*

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## After School Club Guidelines & Expectations

September 2, 2025

Our Lady of Sorrows School provides a safe After School Club to assist parents with work schedules and late pick up from school. This is a fully supervised program which allows students to have homework time or playtime.

After School Club runs Monday – Friday from 2:45 p.m. to 4:45 p.m. (pick up by 5:00 p.m.) Invoices will be sent out at the beginning of each month for the previous month's attendance.

The cost breakdown is as follows:

- \$320 per month for 5 days per week.
- \$280 per month for 4 days per week.
- \$220 per month for 3 days per week.
- \$160 per month for 2 days per week.
- \$80 per month for 1 day per week.
- We will allow drop in care; however, families must be registered in advance for a **minimum of one day per week** and can drop in any other day (Monday to Friday). You must notify the office in advance. Drop in session options are for a minimum of 1 and maximum of 2 hours only (cost is \$10 per hour). Please note that drop in rates are billed on an hourly basis. Families will be billed at the **end of the month for drop in care.**
- **All students must be picked up by 5:00 p.m. Children picked up after that time will be charged a late fee of \$10 per additional 15 minutes.**
- Families consisting of more than 1 child will receive a 20% discount for each additional child.

After School Club for Kindergarten - Grade 2 will be in the Preschool Room. After School Club for Grades 3 - 7 will be in the Music Room. Children are to be picked up from the Preschool grass area on the south side of the school. Once you arrive, please wait at the door and we will bring your child to you.

### Please Note:

OLS Afterschool Club does not provide extra services such as bathroom assistance or babysitting services for parents. Parents must have a responsible adult available for their child's pickup and for emergencies to call when the child must go home due to illness or when behaviour or emotional issues arise. After School Club is a voluntary club and therefore children must be "ready and able" to attend in all physical, emotional, and social realms of child development appropriate for their age. If parents are unsure of their child(rens) ability to attend After School Club, please contact the school office.

We will supply a small variety of games and activities and, when weather permits, have outdoor playtime. The children must do homework first and are encouraged to bring their own individual activity supplies.

Please review these expectations with your child prior to attending and throughout the school year.

1. Follow the program rules.
2. Treat others with respect at all times.
3. Be responsible for their actions and belongings.
4. Understand that if not participating properly the child may be sent home.
5. Remember, if your child is sick or not feeling well, and you know your child has a potentially contagious health or hygiene issue, your child must **NOT** attend After School Club.
6. Understand that consistently not respecting After School Club rules or staff will result in termination of services and not being allowed to attend After School Club for the remainder of the school year. See below.

### Termination of Services

We are committed to providing children and families with a positive program experience. If a conflict arises, it is our goal to resolve differences in a peaceful way and find solutions that everyone can accept. However, termination of services may be required if:

- The family does not abide by the expectations as stated above and if a successful resolution of differences is not achieved.
- The program is unable to satisfactorily resolve problems of late pick up with a family or the family has an overdue payment.
- A family member harasses, threatens abuse, or commits a violent act toward a staff person, child or other participants (e.g., a parent/guardian).
- The child's behaviour is severely disruptive or physically threatening to the well-being and safety of other children or staff and additional avenues of support to accommodate the child are unavailable.

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## Our Lady of Sorrows School Care Expectations

CHILD'S FIRST AND LAST NAME	GRADE

Please circle your days of interest:   Monday   Tuesday   Wednesday   Thursday   Friday

I, \_\_\_\_\_ understand and will follow the contract as stated above.  
(Family Name)

Email Address: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)