



OUR SAVIOUR AFTER SCHOOL
455 EAST STATE STREET * JACKSONVILLE, IL 62650
TELEPHONE (217) 243-8621 * FAX (217) 245-6185

August 14, 2011

Dear Parent,

Welcome to the After School Program at Our Saviour School! I am attaching two letters that contain information regarding the After School Program. Please make sure you read over them, there are a few basic changes.

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. We will continue the policy from last year that requires payment in advance of attendance. If you have not paid your balance you will receive a letter sent home with your child or in the mail that states what you owe. If you do have a balance that is not paid within 10 days of the last day of attendance, your child/children will not be allowed to attend the program. On the 11th day, if you child should attend the program, you will receive a phone call shortly after 3:00 p.m. requesting you to either arrange to have your child picked up immediately or to pay the amount owed by 5:30 p.m. that day. Because of the embarrassment this will cause, I am hoping that we will never have to make a phone call of this sort. If any hardships should arise, I am always willing to work out a plan of action that will be to the benefit of your child and our program.

If you have any questions, please let me know. I am available after 1:00 p.m or leave a message at the school office. The staff at Our Saviour After School Program is looking forward to a great year with your child/children, and we thank you for sharing them with us.

Sincerely,

Sandy
Sandy Keesee

After School Program Coordinator

(217) 245-9584 Home

(217) 494-9240 Cell

OSS AFTER SCHOOL PROGRAM

AFTER SCHOOL WILL BEGIN ON FRIDAY, AUGUST 19, 2011 (2:00 P.M. DISMISSAL)

General Information

The Our Saviour After School Program will run from the time school is dismissed (3:00 p.m.) until 5:30 p.m. Monday thru Friday in the little white school house.. Daily activities include outdoor play, snack, games, movies, homework time, etc. **(After School will start at 2:00 p.m. the first two weeks of school.)**

**Fees are: \$6.00 per day for one child
\$3.00 per day per child for each additional child in the family.**
Please pay fees on Mondays.
Children must be picked up by 5:30 p.m.

LATE FEES ARE: \$3.00 for each ten minutes after 5:30 p.m.

Persons responsible for picking up a child must sign the child out. No child will be allowed to leave on his/her own without a signed permission slip. If you child leaves for a school activity a permission form signed by the parent must be given to the Program Director. Children will only be dismissed to their parents or persons listed on the enrollment application. If a person other than those listed will be picking up a child, arrangements must be made in advance with the Program Director.

Only children enrolled in the program may attend the program, and children must be signed up every year to attend. Arrangements must be made in advance with the director for any guests (sleepovers, etc.)

A schedule of when your child will be attending the program must be given to the director when you sign your child up for the program. If you child will not be attending on a day they are scheduled to, a notice must be given to the school not later than that day. This is **IMPORTANT** to insure the safety of your child.

The program is set up 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 Director, Sandy Keesee. There is a mailbox in the school office for the After School Program where you can send payments/notes.

No toys from home (game boys, dolls, etc.) will be allowed into the program

PLEASE NOTE:

The program **will not meet** on early dismissal days (excluding the first two weeks of school) or when school is let out early due to bad weather, or teacher workshop days.

(OVER)

2011-2012 After School Program

Payment for the After School Program will need to be made **prior** to the dates your child/children attend. An estimate of the time your child/children will attend should be made at the beginning of the week and payment should be sent on Mondays of that week. If at the end of the week there is an overpayment, your account will be credited by the overpaid amount and deducted from the amount owed for the following week. If there is an underpayment then that amount will be added on to the amount for the following week.

If payment is not received within 10 days of your child/children attending the program, your child/children will not be allowed to attend the program.

How to estimate the amount owed:

Due to a change in fees this year, the cost is \$6.00 per day per child. If your child attends five days then you would owe \$30 for the week.

Each additional child will cost \$3.00 each day. If you have two children that attend everyday it will cost \$9.00 a day or \$45 for the week. If you have three children it will cost \$12.00 a day or \$60 for the week.

OUR SAVIOUR AFTER SCHOOL PROGRAM

Please complete and return this form to the school office.

Child(ren)'s Name _____

Please indicate which days your child(ren) will be attending the program.

Starting date: _____

Please list persons authorized to pick up your child(ren) from this program.

I have been informed and understand this program's policies pertaining to the admission, care and discharge of my child(ren).

Signature of Parent/Guardian

Date

Any question, contact Sandy Keese, After School Program Coordinator at (217) 245-9584 or (217) 494-9240 cell.