



**Parent Handbook & School Policies  
LOLKDO After School Care**

**2018-2019**

**9700 Neenah Avenue  
Austin, TX 78717  
(512)921-3643  
(512)921-0644  
(512) 671-6100 (church office)**



## Mission Statement

Our philosophy is to develop the whole child by promoting social acceptance, emotional health, intellectual ability, and physical health. These needs are met through a fun and innovative program which provides children with opportunities regarding individual choice, group participation, skill development and recreational activities all within a safe, fun, and Christian based environment.

## Operating Hours/Late pick-up

Care for afterschool school begins at 3:00pm. We currently service the children of Holy Family Catholic School *exclusively* and will pick up grades PreK through 8<sup>th</sup>.

We will also make arrangements for later pick up or return to Holy Family Campus with regard to extra-curricular activities held after school on their campus.

Dismissal is promptly at 6:00 p.m. Please be prompt in picking up your child. ***Parents who consistently arrive late (2 to three times or more a month) will be required to pay a \$15.00 late fee per incident up to 15 minutes, and each minute thereafter is charged \$1.00 per minute.*** However, we will make every effort to accommodate emergency situations (i.e. car accident, medical emergencies, etc.).

If someone else will be picking up your child, staff must be given proper ***written*** notice in advance. Please give 24 hour emailed notice if adding a person to your child's pick-up list. We must include these persons on your child's registration form on file. ***All children must be checked out each daily by the parent or guardian who is picking up and proper ID will be required for pick-up.***

LOLKDO After School Program follows the Holy Family Catholic School calendar for holidays and bad weather closings. We also follow the Holy Family calendar for staff development days as well as half-days. Half-days are included with full time attendance.

We may offer care, at an extra charge, for those needing it on staff development or conference days. \*Based on demand for this service\*

# 2018-2019 Holy Family Holiday Calendar

## **August 2018**

20 First day of classes

## **September 2018**

3 Student & Staff Holiday – Labor Day

## **October 2018**

8 In-service (no students)

12 End of the first quarter

15 beginning of second quarter

25 Early Release (no lunch served)

26 Parent/Teacher Conference (no school)

## **November 2018**

19-23 Student & Staff Holiday (Thanksgiving)

## **December 2018**

18 Early Release; end of second quarter

19-21 Student & Staff Holiday

24-28 Student & Staff Holiday

31 Student & Staff Holiday

## **January 2019**

1 Student & Staff Holiday

2 In-service (no students)

3 beginning of third quarter

21 Student & Staff Holiday

## **February 2019**

18 Student & Staff Holiday

## **March 2019**

8 End of third quarter

11-15 Student & Staff Holiday (Spring Break)

18 beginning of fourth quarter

29 Early Release (no lunch served)

## **April 2019**

18 Early Release (no lunch served)

19 Student & Staff Holiday

22 Student & Staff Holiday

## **May 2019**

27 Student & Staff Holiday

31 Last day of classes; end of fourth quarter

## **Enrollment**

LOL Kid's Day Out After School has daily limited enrollment. This limit is to assure an appropriate child-staff ratio and licensing limits. We do not practice discrimination in regard to race, color, sex, or religion.

## **Tuition/Fees/Enrollment/Withdrawals**

A non-refundable registration fee is due each year at the time of registration. The fee is \$80.00 per child or \$120.00 per family. Tuition is due at the first class day of each month. **Vacation, holidays, or absences due to illness are not deductible from the tuition.**

**Online payments are accepted via Venmo or your financial institution. The address for online payment via your bank is LOLKDO, PO Box 2876, Cedar Park, TX 78630.**

## **2018-2019 After School Care Rates**

Full Time Rate: \$260.00 per month per child

Daily drop-in rate: \$30.00 per day per child

Two or more days a week: \$25.00 per day per child

Half day drop in rate: \$45.00 per child

## **Late Tuition and Withdrawal Procedure**

Monthly tuition is due the first class day of each month. A \$25.00 late fee will be added to your account if not received by the 10<sup>th</sup> day of the month. At the time of registration students are considered enrolled until the end of the session. **If enrollment is terminated, written notification is required 30 days prior and final month tuition is due.**

## **Illness**

If your child becomes ill at after-school care, parents will be notified to pick up their child. At that time your child will be separated from the other children. The following guidelines are set to protect your child and others from contagious illnesses.

It is requested that children who demonstrate the following symptoms not be brought to school or after school:

- Evidence of a fresh cold
- Temperature of 99 degrees or higher. ***"Temperature below 99 degrees without fever-reducing medication for 24 hours" is required before returning.***
- Sore or discharging eyes
- Discolored nasal discharge
- Upset stomach, vomiting, or diarrhea within the past 24 hours
- Rash or skin irritations of unknown origin

Since we are only at after-school care for a short time, medications may not need to be administered to your child. If you do require your child to have a medication administered, please see the Director for specific instructions and documentation of this procedure.

## **Who to call or email in special situations**

If your child is ill or will not be attending the after-school program, please **email** or **text** Mr. Fred at:

**[lolkdodirector@gmail.com](mailto:lolkdodirector@gmail.com) / 512-921-3643**

***Please make sure to identify yourself and your child.***

If you are running late to pick up or have an emergency situation, please **call** Mr. Fred at 512-921-3643. ***Ms. Alyson is also available as a secondary option at 512-921-0644***

## **Clothing**

All children will be attending from Holy Family Catholic School and should remain in their school uniforms while attending after school care at LOL. If your child is going back to school for a sports activity and they need to change prior to returning to campus, then they will be allowed to do so.

## **Snack time**

Each day your child will be offered a healthy, pre-packaged snack option. ***PLEASE INFORM LOLKDO IF YOUR CHILD HAS A FOOD ALLERGY OR SPECIAL DIETARY NEEDS.*** You are also welcome to send an extra snack along with your child to school that can be served at after-care at LOL.

## **Daily Activities/Schedule**

LOL Kid's Day Out after school will be following a daily schedule with a weekly and monthly theme. We will help students with various homework assignments, spelling words, math facts, reading, etc.

Our time after school will be structured somewhat as this:

- Arrival at LOL place belongings in afterschool area in classroom
- Use the bathroom and wash hands
- Pray, eat snack, clean up
- Homework time (older classes) / academic review (younger children)
- Reading time for 20 minutes daily (younger children reading activities/story)
- Free choice "table time" games, play dough, puzzles, etc.
- Outside time based on weather conditions (playground in back, basketball, etc.)
- Craft time (art time, optional and varying weekly)

## **Toys/Personal Items**

Toys and personal items should be kept in each child's back pack while at after school care. During "free choice" time these items may be used. If a child has personal electronics for "homework" time those may be used during that time only. LOLKDO is not responsible for lost or broken personal items. Children should have all of their items labeled each day when coming to after school care.

## **Discipline**

Teachers will explain the classroom rules and provide reminders as needed. Disciplinary action will be appropriate to the age of the child and misbehavior involved. *LOL Kid's Day Out will never use any type of corporal punishment.* Likewise, children will not be allowed to hurt each other. This includes actions such as; pushing, hitting, biting, kicking, etc. If a child continues to engage in this type of behavior he/she will be removed from the classroom. Discipline will involve direct eye contact from the teacher, verbal reprimands, time-out/cool-down period, and problem-solving with the child and/or parent. A separate discipline guide will be distributed to each family regarding LOLKDO discipline procedures.

## **Feedback/Suggestions**

We welcome all comments, concerns, or suggestions from parents. Feel free to discuss these with the teachers or Director at any time. Our doors are always open to parents. You are welcome to visit whenever you like. Thank you for sharing your child with us. We look forward to a fun-filled year, and we are so excited to offer this service to the families at Holy Family Catholic School.