Queen of Heaven School

Before & After School Program

Policies, Procedures and Registration for 2026 – 2027

Hours of Operation:

Before School Program:

(located in the Gym)

- Students may be dropped off as early as 7:00 AM.
- A $2.00 charge will be assessed for students arriving between **7:00 AM – 7:30 AM**.

After School Program:

(located in the Church Hall)

- **Pre-K:** 2:15 – 5:45 PM: students are escorted to the program either by a teacher or teacher's aide.
- **Grades K – 8**: 2:45 – 5:45 PM students are called at dismissal and will proceed to a classroom to be checked in before walking down to the Church Hall.

**** There is NO after school program when school is NOT in session. Early Dismissal days will be determined if there is staff available.****

Pick Up Policy:

- Children will not be released to anyone who is not on the authorization form.
- Authorized people to pick up students, other than a parent, **MUST** have I.D. present to show staff members.
- **Children MUST be picked up NO LATER than 5:45 PM or a late charge of $15.00 will be charged for every additional 15 minutes past the pickup time.**
- All parents must come to the glass church doors, once inside ring the door buzzer, identify yourself and wait to be buzzed in.
- **DO NOT** use the main school doors for pick-up.

Attendance:

- If an additional day is required for after school care, email Mrs. Boyd at asp@qofhschool.org and your child's/children teacher(s).
- If changes to a child's regular schedule are needed,email Mrs. Boyd at asp@qofhschool.org and your child's/children teacher(s).

Fees: (billing is calculated to the nearest half hour)

- **1 child -** $10.00 /hour
- **2 children -** $12.00/hour
- **3 children or more -** $14.00/hour

- Bills for the month will be sent at the end of the month and are due **NO LATER** than 10 business days.
- **ALL** payments **MUST** be made by check or money order payable to Queen of Heaven or through your ACH account. (*PLEASE include your ID# on all checks.)*
- A late fee of $20.00 will be charged for payments not made in a timely manner.
- **If your account is 2 weeks past due, your child will not be allowed to return to the program until the account is made current.)**

Snack Rates

(billed by trimester)

- **Attendance 4 - 5 days:** 1 child $40/per trimester **OR** 2 or more children $50/per trimester
- **Attendance 2 - 3 days:** 1 child $35/per trimester **OR** 2 or more children $40/per trimester
- **Attendance 1 day or as needed:** 1 child $30/per trimester **OR** 2 or more children $30/ trimester

IMPORTANT INFORMATION:

- **ALL students must have the registration forms on file in order to utilize the Before/After School Program at Queen of Heaven School.**
- Please **save your monthly statements** as we DO NOT send end of year statements.
- Taxpayers using form 2333 to claim child care expenses should insert **"tax exempt"** for EIN number.

Queen of Heaven

Before & After School Registration Form
2026 - 2027

ID# _____

FAMILY NAME _____Phone# (H) _____Cell#_____

Child(ren) Name _____ Gr ____ Food Allergies/Limitations_____

Name _____ Gr ____ Food Allergies/Limitations_____

Name _____ Gr ____ Food Allergies/Limitations _____

Name _____ Gr ____ Food Allergies/Limitations _____

Days Needed: (Days are flexible. **If you are not sure please write VARYS or leave blank**.)

Any changes needed to your child(ren)'s schedule email Mrs. Boyd at asp@qofhschool.org.

Authorized to pick up child(ren) PLEASE include yourself. Anyone authorized to pick up MUST have ID.

NAME PHONE NUMBER RELATIONSHIP

_____

_____

_____

_____

_____

Emergency Contacts:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

I would like my child to work on homework in the After School Program ____ YES ____ NO

PARENT SIGNATURE_____**Date**_____