



*Our Lady of the  
Angels  
Catholic School*

**Angel Care  
Handbook**

404 Cherry Street  
Columbia, PA 17512  
717.684.2433  
[www.ourladyoftheangels.org](http://www.ourladyoftheangels.org)



## Extended Day Program

### MISSION STATEMENT

Angel Care is an extended care program for students enrolled at Our Lady of the Angels School.

It exists to provide a wholesome, Christian environment for children in an after school setting. A combination of structured activities as well as self-directed activities are provided. The program promotes a safe and nurturing environment where each child is recognized as a unique individual and is treated with love and respect.



## Absences

Credit for Angel Care reservations is only given to students who are absent from school.

## Clothing

Participants of Angel Care are welcome to bring a change of clothing and **sneakers** for play. Please label all belongings with your child's name.



## Discipline

Respect for all is the behavior that participants will be responsible to exhibit while in Angel Care. Students who need to have specific problems addressed will be disciplined accordingly. Repeated offenses may be cause for removal from the program.

## Emergency

In case of an injury, parents will be notified to pick up their child. In case of a serious emergency, the staff of Angel Care will follow directives according to the school emergency form. Angel Care will use the emergency forms provided to the office at the beginning of the school year. It is imperative that all information be kept current.



## Hours

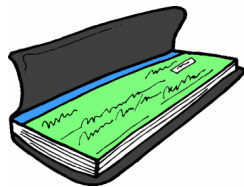
Angel Care operates between the hours of 2:45 and 6:00 on all days on which school operates. If school dismisses early because of weather, **Angel Care will close.**

Angel Care will be provided for registered students when there is an early dismissal. Reservations must be made in advance. **If there are NOT a sufficient number of reservations for an early dismissal day, Angel Care will be cancelled.**

**IF SCHOOL IS NOT IN SESSION, THERE WILL BE NO ANGEL CARE PROGRAM THAT DAY.**

## Late Charges

Angel Care closes at 6:00. Any child remaining after 6:05 will be charged a fee of \$1.00 per minute. We would prefer not to impose this fee, so please be prompt.



## Payment

Payment for Angel Care is to be made at the time of reservation. **RESERVATION FORMS AND PAYMENT WILL BE DUE THE FRIDAY OF THE WEEK PRIOR TO ATTENDANCE.** Checks are made payable to OLA. The reservation form is posted on the Our Lady of the Angels website and on the last page of this handbook.

**NOTE: ANY FAMILY DELINQUENT IN PAYMENT FOR ONE WEEK WILL NOT BE PERMITTED TO CONTINUE UNTIL PAYMENT IS MADE.**

## Pick-Up

Children will be released only to parents or authorized persons designated by the parents on the reservation form.

For security purposes there will be a sign out sheet for the person picking up the child from Angel Care to sign indicating their name, date and time prior to leaving the building.



## Program Fees

The cost for Angel Care is \$10 per day per child. A non-refundable \$35 family registration fee is also due at the time of registration.

All payments are to be made to the office. Please mark your payment as Angel Care so it will be properly credited.



## Program Schedule

The Angel Care program Schedule consists of activities that include indoor and outdoor play, snack time, quiet time, individual projects and adult directed projects. Other activities may be presented at the discretion of the staff.

## Registration

Any student of Our Lady of the Angels School is eligible to register at the Angel Care program. Registration requires the completion of the necessary forms and payment of a \$35 registration fee.

## Reservation

A reservation form is required weekly for each child participating in Angel Care. It is to be handed in to the school office by Friday of the week prior to attendance.

Unless a child is absent from school credit will not be given once a reservation is made.

Children will not be permitted to stay at Angel Care if the form is not submitted.



## School Cancellation

Angel Care **WILL NOT** operate on days on which school is not in session.

## Snacks

Snacks will be served every day. The cost of drinks and snacks are included in the program fee.

## Toys

In keeping with school policy, toys from home may not be brought to Angel Care.



## Walking Field Trips

Parents will be asked to sign a permission slip for away from school outings (walks, picnics, park).

**Angel Care  
Weekly Reservation Form**

Name of child/ren:

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**Days attending Angel Care:**

DAY	DATE	EXPECTED PICKUP TIME
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Pick up person(s):

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Phone number \_\_\_\_\_

Amount of Payment Enclosed:

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Rates: \$10 per day