

***Our Lady of Sorrows School
172 Academy Street
South Orange, N.J. 07079***

August 2009

Dear Parents/Guardians:

The After-Care Program for K-8th will begin on Monday, September 8th, 2009. This program will run in conjunction with our regular school calendar. The time will be 2:50 p.m. to 6:00 p.m. It will operate under the auspices of Our Lady of Sorrows School. The Program's format will be supervised homework and play periods. The fee for the program is as follows:

\$21.00 per child a day
or
\$ 7.00 per child for 1st Hour then \$3.50 for each 1/2 hour increments

We will be prorating After-Care into time slots @ a cost of \$7.00 for the first time slot and \$3.50 for each additional 1/2 hour time slot.

The first slot is:	2:50pm – 4:00 @ \$7.00
The second slot is:	4:01pm – 4:30 @ \$3.50
The third slot is:	4:31pm – 5:00 @ \$3.50
The fourth slot is:	5:01pm – 5:30 @ \$3.50
The fifth slot is:	5:31pm – 6:00 @ \$3.50

\$1.00 a minute for each additional minute after 6:00pm

***** On days that we have a 12:15 dismissal, the first slot will be 12:15pm – 1:30 @ \$7.00 ******

For example, on a regular school day, if your child is in After-Care and is signed out at 4:20 pm, the cost will be \$7.00 for the first slot + \$3.50 for the second slot, totaling \$10.50 for that day. If your child comes to After-Care for one (1) day, the payment is due the **next day**. If your child comes on a weekly basis then your balance is due every Monday following the week they have used. There will be a one (1) day grace period. If payments are not made by 8:00am on that day, your child will not be able to attend After-Care until balance is paid in full. **Sorry for any inconvenience this may cause, but there will be NO EXCEPTIONS.**

Please understand that we are providing an invaluable service for you by having an After-Care program. Please also respect your commitment with regards to the payment for that service. If payments are not made on time your child **will not have the availability to use our After-Care Program**.

All students must be picked up no later than 6:00 pm unless there is an unexpected emergency, which you should have an alternate person to be able to pick up your child. Please remember that After-Care ends **at 6:00pm**. Any child that is not picked up on time will be charged an additional \$1.00 a minute for anytime after 6:00pm. The After-Care staff may have other obligations after ***6:00pm***, so please be respectful of their time. Please remember if you are not able to pick up your child for any reason, you must have an additional authorized person to be able to pick up your child. Our After-Care staff is not allowed and cannot transport your child to their home.

If you are interested in using our After-Care Program, please sign the attached form and return it to the School Office Attn: Cathy Zuzuro, After-Care

Again, thank you for choosing Our Lady of Sorrows School for your child's education. We hope that your experience here at Our Lady of Sorrows School will be an enjoyable one. If you have any questions, please feel free to contact me @ 973-762-5169.

Sincerely,

Cathy Zuzuro
Office Manager/Bursar

After-Care hours run from
2:50pm – 6:00pm on Regular school days and 12:15pm – 6:00pm on Half days

I am interested in the After-Care Program:

Family Name: _____ Phone # _____

Name of Child	Grade