

# After School Care Program Policy

Dear Parents and Guardians,

OCSI is pleased to offer an After School Program. Families in need of childcare after school are welcome to apply for our After School Program. Space for this program is very limited, and applications will be accepted on a first come, first serve basis. If you are in need of after school care for your Elementary students, please see the information below.

Sincerely,  
Ms. Sarah Turner  
Elementary Principal

## Program:

Students have time for outside and inside play as the weather permits. Homework help is available, but the after school teacher is not able to provide individual tutoring. Students are encouraged to bring a snack and will be allowed time on computers to use online educational games.

- **Time:** Monday through Friday, 3:00 - promptly before 6:00 PM. **No after school care on early dismissal days**
- **Location:** OCSI Campus in one of the classrooms
- **Transportation:** Parents must be able to provide their own transportation for child pick-up. There will be no bus service.
- **After School Program Fees** - please see [Tuition and Fees](#)  
Payment details are in accordance with [Fee conduct police](#)

## After School Care Program Policy:

Students will be required to obey all OCSI rules outlined in the School Handbook. Students who have repeated behavioral problems may be asked to leave the program.

Parents and Guardians are expected to pick up children promptly at 6:00 PM. We do not have supervision after this time. If a family is late three times, then the student will need to miss one week of After School Program. Students may be dropped from the program should there be a consistent violation of this agreement.

For withdrawing from the program, please note that in accordance with our Fee Conduct Policy, 30 days notice is required. Families are responsible for the monthly fee, even if the student's last day is earlier than the 30 days. Please use the [After School Care Program withdrawal Form](#) to let us know.