

# Our Lady of Mount Carmel School

## 2026-2027 Before & After Care Program

### Program Overview

The Before and After Care Program is designed to provide safe, supervised care for enrolled students outside of regular school hours. The program operates in compliance with the Maryland Office of Child Care licensing requirements and the policies of the Archdiocese of Baltimore. Participation in the program is a privilege and is subject to availability, staffing ratios, and adherence to all school policies.

### Hours of Operation

Before Care: 7:00 am-7:50am

After Care: 3:00 pm-6:00 pm

Care concludes promptly at the scheduled closing time. Late pickup fees apply as outlined below.

### Enrollment & Tiered Plans

Families may enroll in the Before Care Program, After Care Program, or both by selecting one of the following tiered plans:

2-Day Plan: Two fixed days per week

3-Day Plan: Three fixed days per week

5-Day Plan: Monday through Friday

Selected days are designated at the time of registration and remain fixed for the duration of the enrollment period. Fees are based on enrollment, not daily attendance. No credits or refunds are issued for absences or unused days.

### Changes to Enrollment

- Requests to change selected days must be submitted in writing
- Requests to discontinue care are exempted only
- A minimum of two weeks' notice is required
- Changes are subject to administrative approval based on staffing ratios and space availability

### Late Pickup Policy

Late pickup is a serious matter due to staffing and licensing requirements.

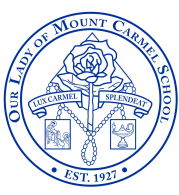
A late fee of \$1 per minute will be assessed beginning at the program's closing time. Repeated late pickups may result in suspension or termination of program participation

### Behavior Expectations

Students are expected to follow the school's Code of Conduct while attending the program. The school reserves the right to suspend or terminate a student's participation for behavior that is unsafe, disruptive, or noncompliant with program expectations.

**Non-Payment & Termination of Services:** The school reserves the right to terminate participation in the Before and After Care Program for non-payment, repeated late pickup, or failure to comply with program policies. Fees are non-refundable.

*The school reserves the right to amend program policies as necessary to maintain compliance with licensing, safety, and operational needs.*



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## Pricing Chart

<u>Enrollment</u>	<u>Plan</u>	<u>Days per Week</u>	<u>Monthly Rate</u>	<u>Notes</u>
AM Only	2-Day Plan	2 Fixed Days	\$80	No Swapping Of Days
AM Only	3-Day Plan	3 Fixed Days	\$120	Fixed Weekly Schedule
AM Only	5-Day Plan	Monday-Friday	\$200	Priority Enrollment
PM Only	2-Day Plan	2 Fixed Days	\$160	No Swapping Of Days
PM Only	3-Day Plan	3 Fixed Days	\$240	Fixed Weekly Schedule
PM Only	5-Day Plan	Monday-Friday	\$400	Priority Enrollment
AM & PM	2-Day Plan	2 Fixed Days	\$240	No Swapping Of Days
AM & PM	3-Day Plan	3 Fixed Days	\$360	Fixed Weekly Schedule
AM & PM	5-Day Plan	Monday-Friday	\$600	Priority Enrollment

**\*\* A 10% discount for siblings will be applied upon billing.**

### Registration Form

Student Name: \_\_\_\_\_ Grade/Homeroom: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade/Homeroom: \_\_\_\_\_

### Program Selection

Before Care  After Care  Both

### Tier Selection

2-Day Plan  3-Day Plan  5-Day Plan

Selected Days (Check All That Apply)

Monday  Tuesday  Wednesday  Thursday  Friday

*I understand that selected days are fixed and may not be changed without written notice and administrative approval.*

### Billing

Person financially responsible: \_\_\_\_\_

Phone number of person above: \_\_\_\_\_

Email of person above: \_\_\_\_\_

Does the person named above have a FACTS account?  Yes  No

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_