



Our Lady of the Assumption Church

1350 Hearst Drive, N.E.
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Dear OLA Families,

March 14, 2008

The OLA parish-based Extended Care Program will begin accepting registration for the 2008-2009 school-year on April 15, 2008. To simplify this process, we have now put all required forms and the ECP Handbook on the OLA Parish website, www.olachurch.org. You may print the forms and return them to our office upon completion. After reading the ECP Handbook of Policies and Procedures, please submit the Acknowledgement Agreement at the end of the handbook. Current immunization records for all students are also required. We will offer a discounted registration rate of \$30 for all contracted families who submit their forms by May 15, 2008. Families who register as drop-in or submit registration forms after May 15 will be charged \$35 per family. The payment of registration fees may be postponed until the first day a student is enrolled in the program for drop-in students. Contract tuition fees are due upon registration as outlined in the Enrollment Agreement. All completed forms and payments may be submitted to Dorothy Mickwee, Director, in care of the school office or mailed to 1350 Hearst Drive, N.E, Atlanta, Ga. 30319.

The OLA school requires that all students enroll in the school register for our program. We provide many services for the school community. We offer drop-in availability for those occasional times when a student's ride is late or an emergency arises. (New students to the OLA school in the seventh and eighth grades may register as drop-in status only for these emergency occasions.) Registered students who participate in after school activities such as play practice, art classes or ECP sponsored programs may sign into ECP at the close of their class while they wait for their ride. We also offer one to five days of contracted attendance at a rate discounted from that of drop-in usage for families that need the use of after school care on a regular basis. The ECP program is in session only on those days that the OLA school is in session.

Our program is licensed by the Georgia Bright from the Start regulatory body and supervised by the Archdiocesan Department of Early Childcare and Learning. We offer hands on home work assistance, arts and craft, age appropriate self-directed play as well as organized sports and outdoor play for each of our age groups. Staff members are required to receive a minimum of ten state approved training hours annually and all staff Counselors are trained in CPR and First Aid. Students in the ECP program receive one on one attention and assistance from our dedicated Counselors who strive to make each students day at ECP productive, fun and rewarding.

Please feel free to contact me if you have any questions. I will be happy to assist you and your family as you plan your student's year ahead.

Sincerely,

Dorothy Mickwee
Director
Extended Care Program