

St. Vincent de Paul School
Catholic School

After School Care



Family Handbook
2017–2018

14330 Eagle Run Dr.
Omaha, NE 68164

Tel: (402) 669-3505
www.svdop-omaha.org

Introduction

The information in this handbook is provided for all parents/guardians of students enrolled in St. Vincent de Paul Catholic Elementary School's After School Care Program.

Any student enrolled in this program must be a student of St. Vincent de Paul Elementary School. Exceptions for children of employees may be considered. All policies stated in the school's Parent/Student Handbook relating to student health, personal possessions, and movies/videos will apply in the After School Care Program but will not be restated in this handbook. Please refer to your Parent/Student Handbook or ask the program coordinator should any question(s) arise that is/are not addressed in this handbook.

Registration of a student in the After School Care Program (ASC) is considered an acceptance on the part of his/her parents or guardians of all rules and regulations of St. Vincent de Paul Catholic Elementary School's After School Care Program, including judgments of the program coordinator and the school administration on disciplinary issues.

The program reserves the right to add to, modify or abolish any of the handbook provisions without notice. Non-enforcement of any of the rules or regulations does not serve as a waiver of those rules in the future.

General Information

The St. Vincent de Paul Catholic Elementary School After School Care Program is state-licensed and must meet all regulations set forth by the State of Nebraska. If a parent wishes to review or request a copy of Child Care Licensing regulations, the State has provided the following contact information:

<http://www.dhhs.ne.gov/search/pages/Results.aspx?k=Child Care Licensing Regulations>

Phone: 1-800-600-1289

Philosophy

The St. Vincent de Paul Catholic Elementary School After School Care Program was created as a structured, activity-oriented program for students in Kindergarten through age twelve.

Our goal is to offer an enriching, enjoyable and secure atmosphere with loving Catholic direction. Throughout the school year, students will experience activities that take place in a creative yet disciplined environment that supports active learning, responsibility for one's actions, positive peer interaction and continued learning.

Hours

On regular school days, the ASC program is open from dismissal (3:10) until 6:00 p.m. On early dismissal days, the program is open from dismissal until 5:30 p.m. On "extra days" (see page 13), the program hours are 7:30 a.m. - 5:30 p.m. Other than the extra days listed on page 13, the program is not offered when school is not in session.

Registration

On-line registration for ASC will open in April prior to each school year. Information regarding registration deadlines will be communicated via the Virtual Backpack.

The registration of a student in the St. Vincent de Paul Catholic Elementary School After School Care Program is complete once his/her parents or guardians have familiarized themselves with all the information contained in the current After School Care Handbook and completed the handbook acknowledgment (p. 11).

Attendance/Other extra-curricular activities

All students will be checked in by their group leader each day. If your child is enrolled in ASC for the day and will not be there for any reason, will arrive late (due to an extra-curricular activity), or has permission to leave before you arrive in order to attend an extra-curricular activity elsewhere on the premises, please inform the ASC staff. Please e-mail baldwina@svdpomaha.org with pertinent attendance information. Be as specific as possible, indicating which days are affected, and what time we can expect your child in After School Care.

After School Availability

Because of limited staff availability, care is provided only on a sign-up basis on school holidays, teacher in-service days, or early release days. A list of those days (see page 13 of this handbook) will be provided by May of the preceding school year along with instructions for signing up for those days. ASC will be available after any complete day of school when in session.

Absences

If your child is absent from school and will not attend ASC that day, please let the school office know and the information will be forwarded to the coordinator.

- Days absent **are not** prorated from your tuition. An extended leave-of-absence (with at least two weeks notice), is allowed for absences at least one week in length and not related to school holidays.

Daily Release from ASC

Parents/Guardians are responsible for signing out their child/children, noting the time next to their signature, prior to leaving each day.

- Parents/Guardians must notify the Coordinator in writing or by phone if their child/children is (are) to be picked up by someone other than a parent/guardian. The person picking up will be required to provide identification upon entering the building.

The After School Care Coordinator should be contacted at the beginning of the school year if a non-custodial parent does not have permission to pick up a child on any given day.

Behavior Expectations/Discipline

All students are responsible for following these rules during ASC:

1. Follow directions.
2. Use good manners.
3. Keep hands and feet to yourself at all times.
4. Walk, sit and visit quietly when in Hanneman Hall.
5. Ask staff permission to leave assigned area for any reason.
6. Clean up supplies and toys used.

Discipline

Discipline expectations are identical to those listed in the SVdP Elementary School Parent/Student Handbook. If there is a concern regarding a student's behavior, the procedures listed below will be followed.

A green/yellow/red/white card system will be used in ASC for minor infractions. This is the same system used during the school day for grades K-4, but students will have separate cards for After School Care. Parents should check the behavior chart when picking up their child(ren). More serious infractions will be addressed on a case-by-case basis.

Every student begins the day with a green card. When students make a poor choice, they will be asked to exchange their green card for a yellow card. This is a warning card. If a second poor choice occurs, they will receive a red card. Earning a red card results in a five- to ten-minute

timeout. If a poor choice is made a third time, a white card is issued and the student will write a letter to parents explaining the behavior choices made by the student. The child will be separated from the other children and not be allowed to participate in activities that day for a period of time determined by the coordinator. The child will also meet with a school administrator to discuss the behavior. The note written by the student should be signed by a parent/guardian and returned the following day.

After three written warnings, a conference will be set up with the parents, program coordinator, and possibly the principal or assistant principal of SVdP School to discuss the behavioral difficulties and to determine possible solutions.

If the undesirable behavior continues, the student will be unable to attend the program for a period of time to be determined by the assistant principal and program coordinator.

If the child persists in behaving inappropriately after this, it may be in the best interest of the child, and other children enrolled in the program, for the child to no longer attend the program and continued enrollment may be denied.

Bullying, Harassment and Offensive Student Conduct

5032 Student Offensive Conduct, Bullying or Harassment *Archdiocesan Policy: September 2016*
Student offensive conduct, bullying or harassment (repeated incidents of such conduct) on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability is prohibited. Offensive conduct, bullying or harassment will result in suspension or expulsion.

Examples of offensive conduct, bullying or harassment include but are not limited to the following:

- a. Explicit and offensive references or gestures;
- b. Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions;
- c. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability;
- d. Language of any kind including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability.

The following is a commonly referenced definition of bullying:

"A person is being bullied when he or she is exposed, repeatedly, and over time, to negative actions on the part of one or more other persons." *Olweus, D. (1993). Bullying at School: What We Know and What We Can Do. Cambridge, MA: Blackwell Publishers, Inc.*

- **Bullying or Normal Conflict** – Normal conflict can occur any time or place and is generally accidental and resolved by the parties in the conflict. Bullying behaviors occur where the person bullying feels safe engaging in power-seeking behavior, which is intentionally harmful and directed at someone who is considered weak or vulnerable and generally is resolved by third party intervention.
- **Bullying or Harassment** – Harassment behaviors share the common themes found in a definition of bullying and additionally recognize that the behavior is discriminatory toward protected classes of individuals. For example, specific types of harassment would include sexual harassment or racial harassment.
- **Types of Bullying** – Bullying behaviors may be direct or indirect and include verbal and nonverbal behaviors that cause physical, social/relational, or emotional/psychological harm.

Communication

Emergency

We will use your school emergency contact information to reach you, if needed. Please keep your emergency contact information up to date with the school office. You can update information online at the school web site (www.svdp-school.org). Every attempt will be made to reach parents before other emergency contacts are called.

Communication/Telephones

Every effort will be made by the coordinator to speak informally with parents/guardians on a regular basis regarding the care of their child/children, their activities and behavior. If you would like to speak at greater length with the coordinator, please set up a specific time to do so. With other children present during the program hours, it would be difficult for the coordinator to give you his or her full attention. You may call the school office before 3:00 at 492-2111 and leave a message or call the ASC cell phone from 3:00 to 6:00 at 669-3505.

Parental Concerns and Procedures:

A parent who has a question or concern regarding a situation involving a child is urged to follow these procedures:

1. Contact the child's caregiver to discuss the situation and work with the teacher to arrive at possible solutions. If the concern cannot be resolved with the caregiver, the parent should then contact the ASC coordinator to discuss the issue.
2. If resolution and reconciliation have not been achieved, the parent will then contact Diane Warneke (402-492-2111), the Director of the Childcare Program.

Every effort should be made to resolve questions, concerns and problems at the earliest possible stage in a manner appropriate for Christians. If, after going through the above procedures, a parent feels the program is not following Child Care Licensing Regulations, a complaint may be made to:

http://www.dhhs.ne.gov/publichealth/Pages/crl_childcare_complaints.aspx

Phone: 1-800-600-1289

Fees

The Parish Finance Committee determines the fees for the ASC Program. Parents of students enrolled in the program are responsible for payment of these fees. If tuition payments are past due and alternate arrangements have not been made with the pastor, the child may be denied enrollment in ASC for the following semester.

- Tuition fees are subject to change with 30 days advance notice.

Number of children in family	After School Care Weekly fee
One	\$50
Two	\$95
Three	\$135
Four	\$170

After School Care part-time care is available for \$12.50 per day, per child. Drop-In care is available for \$15.00 per day, per child.

A \$50.00, nonrefundable Registration Fee will be charged each year, for each child enrolled in ASC.

Fees for Extra Days

Care will be offered on extra days throughout the year. Spots are available on a first come/first serve basis. Please visit <http://www.signupgenius.com/go/409054fa8ac2f4-ascextra1> to sign-up for after school care on extra days.

The fee for these days is \$30 per day, per child for full days and \$15 per day, per child, for half days, and \$50 for May 23. Children should bring a sack lunch on these days. Please refrain from sending food that contains nut products. If you have reserved a spot for your child/ren on one of these days, you will be charged the above fee even if your child does not attend, unless you delete the sign up two weeks in advance.

Refunds

There will be no refunds for unused time. If ASC is not offered one or more days during the week due to snow days, in-service days, school vacation or religious holidays, the weekly fee will be prorated for the number of days the program is offered.

Tuition Payment

Tuition payments are due once a month, based on the school calendar. Statements will be delivered via school mail the first week of each month. Statements will be sent by mail during Christmas break and the last month of school. Payments should be made by check, payable to SVdP. Please send your payments through the school mail in an envelope marked "ASC payment."

Electronic Payment

If you are interested in paying electronically on the 15th of each month please complete the form on p. 14 of this handbook and submit to Angela Garrett in the parish office. If you have questions, please contact Angela Garrett at garretta@svdpomaha.org or 402-496-7988.

Late Payment Fee

A \$10.00 late Fee will be automatically charged to your account if a payment is not received by the 30th of the month.

ASC Late Pick Up Fee

ASC hours are from 3:10 p.m. to 6:00 p.m. The program closes promptly at 6:00. If you are late, a staff member will stay with your child(ren) until you arrive. A \$5.00 late fee will be charged to your account per family, for **each** 5 minutes accumulated after 6:00 p.m. If there is an emergency please call 669-3505.

Guidelines/Procedures

Clothing

We do not advise a change of clothing, unless it is necessary for the student to be ready for an activity after pickup from ASC. Please mark all clothing with your child's name.

- If your child is in Kindergarten or may have occasional accidents, please send a change of clothing in a plastic bag with his/her name on the outside.

Parking

Parents must park their cars in the front parking lot (**please do not park your car in the "fire lane" adjacent to the curb**) and enter the facility through the main doors. Students may be picked up from the ASC area located on the lower level in the cafeteria or gym. No one is allowed to park behind the Pastoral Center (the north side).

Medication During After School Care Hours

The St. Vincent de Paul School nurse is on site each day from 7:30 a.m. until 1:30 p.m. Whenever possible, it is preferred that medications be administered during that time frame. If that is not

possible, the following procedures (also found in the St. Vincent de Paul Family Handbook) will be in place.

By Nebraska State Law, no staff member of any school shall administer medication unless the school complies with the applicable requirements of the Medication Act. Essentially that Act:

- Requires school staff members who provide medication to demonstrate the ability to meet certain minimum competency standards in medication provision.
- Imposes certain restrictions regarding parental permission and health care provider input when medications are given.
- Requires a written record be kept of the medication provision.

The overall accountability for monitoring the therapeutic benefit of the medication, and accountability for monitoring side effects, contradictions, etc. related to the medication remains the responsibility of the parent.

In an effort to comply with the Act, the following guidelines will be used:

1. For any and all Prescription Medications
 - A. Physician needs to complete the "Physician Direction" section of the medication form.
 - B. Parent/guardian needs to complete the "Parent/Guardian Directions" section of the medication form.
 - C. If the student requires emergency inhaled medication to be kept on the person or in the student's backpack, the "Self-Administered Inhaled Medication Authorization" must be completed by the physician and the parent/guardian.
2. For any Over-the-Counter medications
 - A. Parent/guardian needs to complete the "Parent/Guardian Directions" section of the medication form.

Only one medication is allowed per form. Changes in medication require completing a new form. Forms are kept on file for the school year. The medication must be sent in the original container. Pharmacy labels on prescription medication must have the same directives as the "Physician" and "Parent" forms. If needed, a spoon/cup for dispensing must accompany the medication. If your child requires daily prescription medication, sufficient medication for one week at a time may be sent to school. Students may **not** keep any medication on their person, in desk, lockers or backpacks with the exception of the emergency inhalers discussed earlier. Copies of the appropriate medication forms may be requested from the school office or found on the school website.

Asthma/Anaphylaxis Emergency Protocol

The Nebraska Department of Education has partnered with Attack on Asthma Nebraska to insure that all schools have the education, training, and lifesaving medications required to implement the emergency protocol *Emergency Response to Life-Threatening Asthma or Systemic Allergic Reaction (Anaphylaxis)*.

EMERGENCY PROTOCOL:

1. CALL 911

2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications:
 - Administer an IM EpiPen Jr. for a child less than 50 pounds or an adult EpiPen for an individual over 50 pounds
 - Follow with nebulized albuterol while awaiting EMS. If not better, may repeat two times, back-to-back
 - Administer CPR if indicated

5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible
8. Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility

The school's EpiPen and Albuterol do not replace a child's own prescribed medications for asthma/allergy control and management. Parents of students with known diagnoses related to asthma and allergies are expected to ensure their children continue to have medications available and to have an emergency action plan on file with the nurse. In the event a student experiences a life-threatening asthma attack or systemic allergic reaction, trained personnel will defer to the specific action plan and medication provided by the parents. If there is no action plan and/or medication on file with the school, the trained personnel will defer to the regulatory protocol described above. If, for whatever reason, parents do not want a child to receive the lifesaving emergency treatment under the protocol, the appropriate space on the authorization form must be checked and signed.

Program

After School Care Daily Schedule

- 3:10-3:15 Check in from school
- 3:15-3:25 Snack time
- 3:25-3:30 Prayer and announcements
- 3:30-5:00 Centers and Gym or outdoor time –
Please refer to daily schedule on the bulletin boards
- 5:00-5:15 Break Time
- 5:15-5:30 Clean-up crafts and tables
- 5:30-6:00 Board games or reading until pick up

Bible Verse

Each month, a different bible verse will be introduced. That bible verse will be discussed during ASC announcement time and will be used to guide children in their behaviors toward others. The bible verse for the month will be posted.

Snacks

If your child/children bring snacks from home, please be sure to label them with his/her name. Please do not send snacks from home with your child, unless you have talked with the program coordinator. Students will not be allowed to eat "birthday treats" received during the school day. Students will receive a small snack and drink each afternoon. A snack schedule will be made available upon request. If your child has any special dietary needs, please provide the coordinator with the information.

Students with Nut Allergies

It is the policy of St. Vincent de Paul School to do its best to minimize the risk of exposure to nuts for our students and to have a plan in place to respond to an emergency. A parent or guardian should inform the school of any peanut or tree nut allergies of their child. Communication between the school and home is important to ensure the continued safety and welfare for all of our students. Ultimately, all students with dangerous allergies must be educated in how to protect themselves.

Centers

After school activities are provided through the use of centers. Each child will use the centers based on his/her own developmental levels and interests. Below are five of the core centers available each day.

- **Art Center:** Daily projects, which may include the use of markers, crayons, scissors, glue, paper, colored pencils, play dough, clay, stamps, stencils, chalk, water color paint, poster paint, collage materials.
- **Construction Center:** Legos, large and small building blocks, dominos, cars, horses, animals, plastic construction toys.
- **Dramatic/Kitchen/House Play Center:** Doctor's kit, dishes, play food, dolls, dollhouse, dress-up clothes, and grocery and restaurant props.
- **Board Games:** Connect 4, Checkers, Guess Who, Candyland, Memory, Battleship, Dominos, Uno, Sorry!, Chutes and Ladders, GeoSafari, playing cards.
- **Reading:** The ASC program has a variety of books available. Students may also bring their own books to read during free time. Please clearly label any personal books.
- **Homework:** Children who have homework will be given the opportunity and an area to work on their homework. Because the ASC program is very active, a quiet area to work cannot be guaranteed. It is the student's responsibility to have the materials needed for homework. Students are not allowed to return to their classroom to retrieve forgotten materials.
- **Playground and Gym:** Basketball, soccer, kickball, wall ball, and jump roping.

Security

In order to enhance the safety of children while ASC is in session, the building doors will be locked during ASC hours. At the beginning of the school year, each ASC family will be issued two cards. When parents arrive to pick up children, they will be asked to present a card to the afternoon receptionist. If parents forget their card, they will be asked to sign in with the receptionist before proceeding to ASC. If someone other than a parent will pick up a child, parents are asked to contact the daycare coordinator in advance. That person will be required to provide identification upon entering the building.

Center Procedures in the Event of Severe Weather, Natural Disasters, or Security Breaches

If school is dismissed early due to weather conditions, there will be no ASC offered that day.

If Douglas County is in a tornado warning area, students in ASC will be taken to the locker room restrooms or the parish kitchen. Those rooms were designed, built, inspected and designated as shelter areas. If parents arrive to pick up children, they will be welcomed and advised to stay in the tornado shelter area. Our recommendation will always be that children not be removed from the tornado shelter area if sirens are sounding.

In the event of a fire, ASC children and staff will exit the building through the nearest available exit. Once outside, they will congregate on the large concrete slab on the west end of the playground.

In the event of a security breach, the ASC students and staff will move to the food service kitchen area doors to Hanemann Hall. The Hanemann Hall and gym doors will automatically close when the security break button has been activated.

If the children and staff are not able to remain in the childcare area due to unforeseen circumstances, parents will be notified by phone. If necessary, children will be taken to Champions Run Country Club to be picked up by parents.

Snow Days

If Omaha Public Schools cancel school due to the weather, the ASC program (or extra care days) will not be offered. If the weather is inclement and OPS is not in session, parents who have signed up for extra days should check their e-mail for closing information before bringing their child(ren) to ASC. If the program will be open, ASC staff will be available to answer the ASC phone (402-669-3505) after 7:15 a.m.

Termination of Care:

If a child's behavior seriously impacts the integrity of the program for other children, and/or jeopardizes the safety of the staff or other children, a recommendation to terminate care may be made. The parents would be notified that termination of care is being considered. If, after the childcare staff tries agreed-upon strategies to help the child be more successful, the child's behavior does not improve in a reasonable period of time, parents will be notified and care will be terminated.

This decision will be made by the school administration.

HANDBOOK ACKNOWLEDGMENT

I have read and understand all statements and provisions set forth in the St. Vincent de Paul Catholic Elementary School After School Care Handbook. In consideration of acceptance into the After School Care Program, I agree to make timely payments of required fees and to adhere to, and cooperatively support, all rules and regulations of the program. I understand that my failure to meet the conditions of this agreement may result in my child being dismissed from the program.

I also understand that the program reserves the right to add to, modify or abolish any of the handbook provisions without notice, and that non-enforcement of any of the rules or regulations does not serve as a waiver of those rules in the future.

Student Last Name(s) _____
Please Print

Student(s) First Name(s) _____
Please Print

Student(s) First Name(s) _____
Please Print

Parent/Guardian Signature _____

Date _____

Please return this form to the school office by August 16, 2017

After School Care Staff 2017-2018

Program Director

Mrs. Diane Warneke – Assistant Principal

e-mail: warneked@svdpomaha.org

phone: 402-492-2111

Coordinator

Mrs. April Baldwin

After School Care Staff Includes

Mrs. ReNae Braughton (Sub)

Ms. Cindy Dean

Ms. Cheryll Galvin

Mrs. Elaine Hodge (Receptionist)

Mrs. Margaret Shannon (Sub)

Mr. Kyle Haddick

Mr. Erik Konnath

Ms. Colby Lemkau

SVdP After School Care Special Sign-up Dates 2017-2018

August

9 Wednesday 7:30 – 5:30 Teacher Inservice
10 Thursday 7:30 – 5:30 Teacher Inservice
11 Friday 7:30 – 5:30 Teacher Inservice
14 Monday 7:30 – 5:30 Teacher Inservice
15 Tuesday 7:30 – 5:30 No School
16 Wednesday 12:00 – 5:30 p.m. Early Dismissal
17 Thursday 12:00 – 5:30 p.m. Early Dismissal

September

22 Friday 7:30 – 5:30 No School, Teacher Inservice

October

16 Monday 7:30 – 5:30 No School, Teacher Inservice
26 Thursday 7:30 – 5:30 No School, Parent-Teacher Conferences
27 Friday 7:30 – 5:30 No School

November

10 Friday 7:30 – 5:30 No School, Teacher Inservice
22 Wednesday 7:30 – 5:30 No School, Thanksgiving Break

December

21 Thursday 7:30 – 5:30 No School, Christmas Break
22 Friday 7:30 – 5:30 No School, Christmas Break
27 Wednesday 7:30 – 5:30 No School, Christmas Break
28 Thursday 7:30 – 5:30 No School, Christmas Break
29 Friday 7:30 – 5:30 No School, Christmas Break

January

3 Wednesday 7:30 – 5:30 No School, Teacher Inservice
15 Monday 7:30 – 5:30 No School, Teacher Inservice

February

2 Friday 12:00 – 5:30 Early Dismissal
15 Thursday 12:00 – 5:30 Early Dismissal, Parent-Teacher Conferences
16 Friday 7:30 – 5:30 No School
19 Monday 7:30 – 5:30 No School, Teacher Inservice

March

16 Friday 7:30 – 5:30 No School, Teacher Inservice
29 Thursday 7:30 – 5:30 No School, Easter Break

April

3 Tuesday 7:30 – 5:30 No School, Easter Break
27 Friday 7:30 – 5:30 No School, Teacher Inservice
30 Monday 7:30 – 5:30 No School, Teacher Inservice

May

18 Friday 7:30 – 5:30 No School, Teacher Work Day
23 Wednesday 10:00 – 5:30 Early Dismissal, Last Day of School
24 Thursday 7:30 – 5:30 No School, Teacher Inservice
25 Friday 7:30 – 5:30 No School

Sign-ups for the above dates will open at 9:00 am on Saturday, May 20, at the following site: <http://www.signupgenius.com/go/409054fa8ac2f4-asceextra1> Once signed up, you will be charged for those days, unless you cancel your sign up at least two weeks beforehand. The fee is \$30 for full days, \$15 for most early-dismissal days, and \$25 for May 23. Children should bring a sack lunch on these days.

**St. Vincent de Paul Catholic Elementary School
After School Care
Pre-authorized Check Plan Agreement**

I request St. Vincent de Paul Catholic Church (SVdP) obtain payment of sums becoming due it by charging my account in the form of checks, drafts, or electronic debit entries, and I request and authorize the financial institution named below to accept and honor the same and to charge the same to my account. I understand that I have the right to receive notice of each electronic debit entry that varies in amount from the previous entry. This Authorization will remain in effect until I notify SVdP 31 days in advance in writing to terminate. I hereby terminate any prior authorization of SVdP to initiate charges to this account effective the date on which the initial charge is initiated by SVdP under this authorization. I understand that I may stop payment of any charge by notifying the financial institution before my account is charged, and I may have the amount of an erroneous electronic debit entry immediately credited to my account within 15 days after issuance of my statement or 45 days after posting, whichever occurs first. I understand that any returned item or redemption of the entire account may result in termination of my Pre-Authorized Check Plan. This authorization will become effective only upon acceptance by SVdP at its office.

THIS AUTHORIZATION IS FOR **MONTHLY WITHDRAWALS ON THE 15TH OF THE MONTH**

BANK/FINANCIAL INSTITUTION INFORMATION

(If you are filling this information out by hand, please print clearly)

Transit Number _____

Bank Account Number _____

Account Name _____

Date _____

Depositor's Day Time Telephone _____

Financial Institution Name and Address

Signature of Depositor _____