

St. Vincent de Paul School  
Catholic School

**After School Care**



Family Handbook  
2023-2024

14330 Eagle Run Dr.  
Omaha, NE 68164

**Tel: (402) 669-3505**

**[www.svdp-omaha.org](http://www.svdp-omaha.org)**

Coordinators: Jaime Heedum, Tashauna Sorensen

### **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 ASC 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 and 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 an 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 completed the online registration, paid the registration fee, and familiarized themselves with all the information contained in the current After School Care Handbook and completed and submitted the handbook acknowledgment (p. 11).

## **Attendance**

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 [asc@svdpomaha.org](mailto:asc@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 first-come, first-served, 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 (except in cases of dangerous weather conditions).

## **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. Please notify Mrs. Diane Warneke in the school office ([warneked@svdpomaha.org](mailto:warneked@svdpomaha.org)) to request an extended leave-of-absence.

## **Daily Release from ASC**

Parents/Guardians are responsible for checking in with the ASC receptionist, in the school office, when they arrive to pick up their child(ren). The receptionist will note the pick-up time and sign the children out.

- 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.

### **Extra-curricular Activities**

If your child will **leave the ASC program to attend an extra-curricular activity** in the building (i.e., soccer, art), and will not be coming back to the program that day for you to sign him or her out, **please complete the permission slip found on page 15 of this handbook.**

### **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 and sign out 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.

- 1). The caregiver will attempt to redirect the student.
- 2). If the behavior continues, the child will be removed from the activity for a period of time determined by the coordinator.
- 3). If the child continues to make poor choices that day, he or she will be separated from the other children and parents will be contacted (at pickup or via phone or email). Parents may be asked to pick up the child early. (If a behavior is of a serious nature, the program coordinators may go directly to step 3.)
- 4). Coordinators will document any time a child is separated from the group. If a child's continued undesirable behavior is impacting other children, a conference may be set up with the parents, program coordinators, and possibly the principal or assistant principal 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 the 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 the emergency contact information you provide when registering to reach you, if needed. Please let us know as soon as possible if your emergency contact information changes. 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 402-492-2111 and leave a message or call the ASC cell phone from 2:30 to 6:00 at 402-669-3505.

## **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 an ASC co-coordinator to discuss the situation and work with the co-coordinator to arrive at possible solutions.
2. If resolution and reconciliation have not been achieved, the parent will then contact Diane Warneke (402-492-2111), the Director of the Child Care 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](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	\$55
Two	\$100
Three	\$140
Four	\$175

*\*A \$50.00, nonrefundable Registration Fee will be charged each year, for each child enrolled in ASC.  
The late registration fee is \$100.\**

## **Fees for Extra Days**

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

The fee for these days is \$40 per day, per child for full days and \$20 per day, per child, for early dismissal days. Children should bring a sack lunch on these days. Per State regulations, all four food groups must be included. 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 on the signup genius at least two weeks in advance of the date.

### **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 emailed to parents the first week of each month for the services provided the previous month. Payments are due the 15<sup>th</sup> of the month. If you are not signed up to pay electronically (please see below), 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 15<sup>th</sup> 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](mailto: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 last day 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 (on extra days, the program closes at 5:30 p.m.) If you are late, a staff member will stay with your child(ren) until you arrive. A \$12.00 late fee will be charged to your account per family, for **each** 5 minutes accumulated after 6:00 p.m. (after 5:30 on extra days). If there is an emergency, please call 402-669-3505. This rate will be doubled if the ASC staff is not contacted about your delay by the time the program is scheduled to close for that day.

## **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. After checking in with the ASC receptionist, parents may proceed to the lower commons to wait for their child(ren). Please do not enter the gym or cafeteria without talking with an ASC coordinator first. 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 3:00 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
  - 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 ASC will be transferred to a medical facility

ASC's EpiPen does 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 and ASC staff. 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 ASC, 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**

- 3:10-3:20 Check in from school  
3:20-3:30 Snack time, Prayer and announcements  
3:30-5:15 Centers and Gym or outdoor time –

**Please refer to daily schedule on the bulletin boards**

- 5:15-6:00 Clean-up crafts and tables; Play board games or read until pick up

**Snacks**

Please do not send snacks from home with your child, unless you have talked with the program co-coordinator. If your child/children brings snacks from home, please be sure to label them with his/her name.. Any snacks sent from home must be healthy and nut free. 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 co-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 most days.

- **Art Center:** Daily projects, which may include the use of markers, crayons, scissors, glue, paper, colored pencils, stencils, chalk, water color paint, poster paint, collage materials.
- **Construction Center:** Legos, large and small building blocks, dominos.
- **Dramatic/Kitchen/House Play Center:** Dishes, play food, and dolls.
- **Board Games:** A wide variety including Connect 4, Checkers, Guess Who, Candyland, Memory, Dominos, Uno, Sorry!, Chutes and Ladders, puzzles, playing cards, and more.
- **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 (pens, pencils, etc.) needed for homework. Students are not allowed to return to their classroom to retrieve forgotten materials.
- **Playground and Gym:** Basketball, soccer, beach balls, Hula Hoops, limbo.

### **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 downstairs. If someone other than a parent will pick up a child, parents are asked to contact the ASC 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 storage room. 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 ASC areas 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.

### **School Closings**

If school is cancelled or closes early due to the weather, the ASC program (or extra care days) will not be offered. If the weather is inclement, 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 ASC 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. Enrollment may be discontinued for other reasons, such as consistent late pick-up. This decision will be made by the school administration.

## **PARENT INFORMATION BROCHURE FROM THE NEBRASKA DEPARTMENT OF PUBLIC HEALTH**

Please click on the link below and read through the Expectation of Child Care Consumers information. **Please print and complete the form included in the brochure and return the form to the after school coordinators by August 15, 2023.**

<http://dhhs.ne.gov/licensure/Documents/CRED-PAM-24ParentBrochure.pdf>

## AFTER SCHOOL CARE 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*

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this form to the school office by August 15, 2023**

# **After School Care Staff 2023-2024**

## **Program Director**

Mrs. Diane Warneke – Assistant Principal  
e-mail: [warneked@svdpomaha.org](mailto:warneked@svdpomaha.org)  
402-492-2111

**ASC:** 402-669-3505 (2:00-6:00 p.m.)  
[asc@svdpomaha.org](mailto:asc@svdpomaha.org)

## **Co-Coordinator:**

Mrs. Jaime Heedum  
Mrs. Tashauna Sorensen

## **After School Care Staff Includes**

Mario Madrigal  
Emma Nigrin

## **After School Care Receptionist:**

Mrs. Heidi Leaders  
Tori Gregory

## **SVdP After School Care Special Sign-up Dates 2023-2024**

### **August**

- 14 Monday 7:30 – 5:30 No School
- 15 Tuesday 7:30 – 5:00 (early end time due to Open House)
- 16 Wednesday 12:00 – 5:30 Early Dismissal
- 17 Thursday 12:00 – 5:30 Early Dismissal

### **September**

- 15 Friday 7:30 – 5:30 No School, Teacher Inservice

### **October**

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

### **November**

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

### **December**

- 21 Thursday 12:00 – 5:30 Early Dismissal
- 22 Friday 7:30 – 5:30 No School, Christmas Break

### **January**

- 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**

- 28 Thursday 7:30 – 5:30 No School, Easter Break

### **April**

- 26 Friday 7:30 – 5:30 No School, Teacher Inservice

### **May**

- 17 Friday 7:30 – 5:30 No School, Teacher Work Day
- 23 Thursday 12:00 – 5:30 Early Dismissal
- 24 Friday 7:30 – 5:30 No School

Sign-ups for the above dates will open at **8:00 am on Saturday, May 27, 2023** at the following site:

<https://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 for extra days is \$40 for full days, and \$20 for early-dismissal days.

Children should bring a sack lunch on these days.

## 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 15<sup>TH</sup> 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 \_\_\_\_\_

## Extra-curricular Activities Permission Form

I hereby give permission for my child(ren), \_\_\_\_\_, to leave the St. Vincent de Paul After School Care program at \_\_\_\_\_(time) on \_\_\_\_\_(date) to attend \_\_\_\_\_(extra-curricular activity held at SVdP). I will pick up my child directly from that activity and he/she will not return to ASC that day.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date