

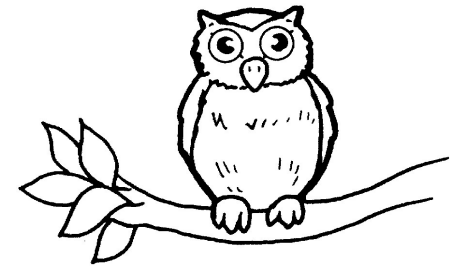


### **Goal Statement**

The goal of Littleton's Owl Connection Program is to provide a safe, enjoyable environment for the children during after school hours. The program includes designated times for: homework, arts and crafts, computer lab activities and outdoor play. Social skills will also be stressed.



## **Littleton Elementary Owl Connection Before & After School Program**



### **Parent Information 2008-2009**

**Mike Pierson, Director**

**Marlene Kirdahy, Director**

**(239) 995-3800**

## Hours Of Operation

- 6:30–7:30am when school is in session
- 2:30–5:55pm when school is in session
- No O.C. on early dismissal days

## Owl Connection Office

- Is located in Room 03-003
- Phone: 995-3800
- Students dismissed ONLY from O.C. Office

## Fees

- Registration fee: \$25/child  
\$35/family
- Morning Rates: \$2/child  
\$3/two children  
\$5/three or more
- Afternoon Rates: \$10/child  
\$18/two children  
\$24/three or more

## Payment

- Payments are due on the first day of attendance each week
- We accept both cash and checks
- Please make checks payable to:  
Littleton Elementary and include student's full name in the memo
- Failure to make payment three times will result in dismissal from the program

## Pick-Up Policy

- Owl Connection closes promptly at 5:55pm.
- If you are unable to pick up your child by this time, please make arrangements with persons listed on your registration form.
- Penalty of \$10.00 will be assessed for the first ten minutes you are late ( 6:00– 6:10pm).
- Arriving after 6:10pm will result in an additional fee of \$1.00/minute.
- Three late pick-ups will result in dismissal from the program.

## Homework

- There will be a designated homework session Monday thru Thursday.
- Students need to come prepared to complete homework assignments. Please ensure they have pencils, paper and homework materials.
- If homework is completed early, your child should have an AR book to read at all times.
- Students may not finish homework in the designated time. Please communicate with the staff if you would like your child to **complete** their homework each day.

## Snacks

- Snacks will be provided by O.C.
- You may also send a snack from home.

## Discipline Policy

- Staff places great emphasis on positive relationships
- Inappropriate behavior is not tolerated
- Parents will be notified of all misbehavior

**First Offense: Verbal Warning**

**Second Offense: 15 minute time-out**

**Third Offense: Referral from Director**

- Immediate suspension or permanent dismissal will be enforced for:
  - stealing
  - destruction of property
  - refusing to follow instructions
  - causing injury to another
  - insubordination to counselor

## Internet Permission Form

- When you sign the registration form you are giving your child permission to use the internet in the computer lab.
- The search engine is filtered by Lee County School District and children will be closely monitored.

## Dismissal from the Program

- Three late payments
- Three late pick-ups after 5:55pm
- Three disciplinary referrals