

Dear Our Lady of Mount Carmel (OLMC) Parents,

Early Registration for the “**2020-2021 OLMC After School Program**” will be open on **Monday, July 27, 2020**. The early registration fee is \$25.00 until August 9, 2020. To register, please login to your parent portal account and choose the REGISTER link for the “2020-2021 OLMC After School Program” (located on the left side of the account home page). Once you click on the register button, please verify your child’s information. You will not need to provide a shot and physical record for your child, unless your child’s records have been updated. You will be prompted to pay the registration fee of \$25.00 per child along with the first week of care of \$65.00. Starting August 10th, the registration fee increases to \$40.00 per child. We cannot approve your registration until we have reviewed all of the required documentation: verification of original birth certificate, shot record, school entrance physical form, Asthma Action Plan, Food Allergy Care Plan and the completed online registration application. **Please Note** If you did not register for the weekly program, and your child is brought to the After School program by the OLMC school office staff, your account will be invoiced our daily rate of \$27.00, which will be due no later than Sunday by midnight of that week to avoid a late fee of \$25.00. The \$25.00 late fee will continue to be billed until your balance is paid in full.

Due to the COVID-19 pandemic, we strongly encourage our parents/guardians to make online payments. You will also have the option to upload any documents that are needed to complete your registration process.

We are passionately committed to your child’s enjoyment of their Youth Programs experience! For questions, concerns or compliments, **please call us at 757-926-1400**.

Thank you for your continued support!

Youth Programs Administrative Office

