

St. Ann Catholic School AfterCare Program Handbook 2016-2017

Philosophy and Goals

Welcome to the St. Ann Catholic School AfterCare Program. Our school is offering this program:

- To provide a safe Christian after school environment for children from kindergarten through 8th grade attending St. Ann Catholic School
- To foster values such as cooperation, taking turns, sharing, and respect for others in a group setting
- To provide a variety of activities including active physical play, creative and quiet time, opportunities for socialization and homework. This time will not consist of formal academic instruction. Homework Help is available through the school.

Hours, Location, and Fees

The aftercare program is available beginning on Tuesday, Aug. 16, 2016, Monday through Friday. AfterCare will be provided on scheduled early dismissal days except for those dates listed on the school calendar. No AfterCare will be available for snow or other inclement weather related dismissals. AfterCare will not be available on school holidays.

The hours of operation are 3:25-6:00 pm on regular school days and 12:00-6:00 pm on early dismissal days. Please send a lunch with your child on early dismissal days.

When the weather permits, AfterCare will be provided outside under the pavilion. Please be sure that your child/ren are dressed for the temperature. Students will be allowed to play on the field, playground, and blacktop areas.

During inclement weather, AfterCare students who are working on homework will be in the Morning Care room on the first floor. Students who are playing will be in the cafeteria downstairs. Students will be signed in upon arrival and must be signed out by their parent or other designated adult. Parents may enter the building by ringing the AfterCare doorbell.

AfterCare is \$2.50 per hour for one child and is discounted for additional siblings. The hours are not broken down into smaller increments. The first hour charged is from 3:25-4:00, the second hour is from 4:01 until 5:00, and the third hour is from 5:01 until 6:00. There is a **\$1 per minute** late pick-up fee **per child** for anyone being picked up after 6:00 pm according to the school clock. **This fee will be added to your weekly statement.** Fee statements will be sent home weekly in the Friday

Envelope. Progress reports and report cards will not be released until all fees on outstanding balances are paid. All cash and payments must be turned in to the school or the rectory office. AfterCare supervisors will not accept payments from anyone. We are not responsible for lost forms/checks/cash sent with students to turn into the school office.

If you anticipate picking up your child after 6 pm, you **must** call one of the AfterCare supervisors. Mrs. Robin Morris 314-225-5818 or Ms. Dee Henderson 314-665-5348 Do not call the school office. That phone is not answered after 4 pm. Late pickup will not be tolerated on a regular basis and could result in suspension of AfterCare service for your child/ren.

Procedures

Students will be signed in at the beginning of AfterCare. They will be under the supervision of Mrs. Robin Morris and Ms. Dee Henderson. If one of them is not available, an appropriate substitute will be present.

Snack time - Snacks will not be provided for students. You are encouraged to send a snack with your child/ren. Most students are very hungry after school.

Homework time – Students in grade 3 or higher are required to do homework in AfterCare. Items such as pencils, crayons/markers, and dictionaries will be available for use. If a student does not wish to do homework, a note from parents/guardians will be needed. Students who do not have homework may play. If you would like our younger child to do homework, please let us know. We will be happy to help them.

Rules and Regulations

Children are to behave in a Christian manner. Every child will be treated with respect, love, and concern. All children will be encouraged to be positive, cooperative, respectful, and to demonstrate appropriate behavior. Safety will be a top priority at all times. The following rules will apply:

1. All school recess rules apply to AfterCare.
2. Students must have permission from an AfterCare supervisor to leave the assigned area.
3. No yelling, screaming, or name-calling.
4. Keep your hands, feet, and objects to yourself at all times.
5. Use indoor voices when indoors
6. No horseplay.
7. Use of cell phones and electronic devices is not permitted. They must be turned off and kept in a backpack.
8. Handheld electronic games may be brought only on early dismissal days.
9. Students must clean up after eating and replace toys when finished playing.

The following behaviors will not be tolerated:

1. Defiance, aggression, and/or fighting
2. Biting, pinching, hitting, or kicking
3. Stealing
4. Intimidating, harassing, or threatening others
5. The use of profane language, gestures, or behaviors
6. Damaging and/or destroying property belonging to the school and/or others

Consequences

Parents will be notified of any misbehavior. Minor misbehaviors will result in an age-appropriate time-out. Repeated misbehaviors will result in a School Infraction. Major misbehaviors or a child who has ongoing issues with unacceptable behaviors may be excluded from the program at the discretion of the AfterCare supervisors and the school principal.

Illness or Accident Guidelines

Any child showing signs of illness will be isolated and the parent will be notified by phone. The parent is expected to pick up the child immediately after contact. If a parent can't be reached, the supervisor will call the person designated on the registration form. Please list the order in which you want the supervisor to contact your emergency person.

If a child is injured during AfterCare, the supervisors will administer first aid and attempt to call the child's parent/guardian. If the parent/guardian can't be reached, the supervisor will call the person designated on the registration form. If no one can be reached, the supervisors will do any or all of the following:

- Call an ambulance/911
- Contact your physician
- Have the child taken to the emergency room in the company of one of the supervisors.

An accident form will be completed for your records stating the nature of the incident and what was done. A copy will be kept on file in the school office.

Toys and Games

Toys and games are provided by the AfterCare Program and should be treated with respect. When children are finished with any toys, games, and/or supplies, it is their responsibility to return these to the appropriate place. Children may bring a limit of 2 toys from home with their parent's permission. The AfterCare Program and supervisors are not responsible for lost, traded, or damaged toys brought from home. Cell phones must be kept in the child's backpack at all times., or the supervisors will hold them until the child is picked up.