

AFTER SCHOOL
IV. HANDBOOK
2007-2008



ALL SAINTS
CATHOLIC SCHOOL

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I. Purpose

All Saints Catholic School (ASCS), in response to expressed needs of families for extended care, has established an onsite After School Program (ASP) as a service to our school families. The program goal is to provide not only child care, but also academic and enrichment activities beyond the school day.

II. Daily Activities/ Program

The overall supervision of this program will be by the ASCS Administrator; however, the Program Coordinator will be responsible for all program development and coordination.

All activities will be taught and guided by Christian standards and materials used will be in accordance with our philosophy of education. Activities will include time spent in the following areas:

1. Nutritious snack
2. Quiet time (homework, tutoring, reading buddies)
3. Indoor and outdoor activities
4. Free choice and individual activities
5. Group activities
6. Special events

III. Enrollment Policies

1. The After School Program will be open to all students enrolled in ASCS. The After School Program will also accept up to 4 non ASCS students who are parish members. (This enrollment will depend upon space availability and student behavior. The ASP staff reserves the right to accept or deny any student's enrollment.) Non ASCS students will be required to pay a \$30 registration fee.
2. The program will be available on all full school days, Monday through Friday. Alternative arrangements will need to be made for early dismissal days (i.e., early dismissal due to bad weather) or any non-school days (i.e., vacation or inservice).

IV. Hours of Operation / Schedules

The After School Program is available from 3:00-5:30 p.m. Monday through Friday, on all full school days.

Children are required to have regular weekly schedules, unless they are enrolled as a Drop-In (See Drop-In Policy on page 5). Additional days may be added whenever enrollment allows.

V. Medication / Emergency Procedures

Medication shall be given by ASP staff ONLY WITH WRITTEN PARENTAL PERMISSION and/or the physician's permission. Please request the form used for this purpose. No medication can be dispensed if the form is not signed and on file. Medication must be in the original container and handed directly to the staff. Information must be completed regarding dose and time of administration. Any medication needed by a student must be available for the ASP school staff. ASCS will not send any medication from the St. John site to the SS. Mary & Hyacinth site for ASP purposes.

In the event of an emergency, parents will be contacted at home or work. If the parent cannot be reached, the emergency contact listed by the parent will be contacted. In the case of an extreme emergency, 911 will be contacted first.

VI. Transportation

Transportation will be provided from the St. John site after school to the SS. Mary & Hyacinth site via the shuttle bus.

VII. Sign In/Out

The students will be signed into the After School Program by the ASP staff and signed out by the parent/guardian each day. All students enrolled for ASP that day must report to the After School Program after being dismissed from the regular school day.

VIII. Pick-Up Procedures

The All Saints After School Program will only release students to the parent/guardian or their designee. The person picking up the student(s) is to sign him/her/them out on the ASP sign-out sheet. On the ASP enrollment form there are 2 emergency contacts and these people will be authorized to pick-up your child(ren). Please notify us in writing if an emergency contact will also be picking up the child(ren) on a given day. Please have this note turned in to the office the morning of the pick-up change.

IX. Snack

Each family is responsible for providing a healthy snack as assigned by the ASP staff. The After School Program strongly encourages families to provide snacks that are high in nutritional value. Families who neglect to provide a snack on their assigned days can expect to be charged a fee of \$5. If your child has special dietary needs or allergies, you may send other provisions.

X. Classroom Management

Classroom rules are established to ensure the safety of each student and to promote kindness and respect of others. Praise and positive reinforcement will be used often to encourage appropriate behavior and play.

The standards and rules of All Saints Catholic School will apply to the After School Program. (See Parent/Student Handbook, page 16). Discipline concerns/problems that are not resolved by the staff and ASP administrator will be referred to the Administrator of All Saints Catholic School.

XI. Sickness

The most important component of the After School Program is the safety and well being of the children in our care. Parents are asked to complete an Emergency/Health Information Card and return it to the After School Program along with the enrollment form. Information on the cards includes home and places of employment, phone numbers, names of family physician, health problems the student may have, and instructions for the ASP for handling emergency illnesses and injuries, etc. It is most important that the school has this information and that it is current at all times.

If your child is sick or has a fever, you will be notified to come and pick up the child. They will be isolated, with supervision, from the group until the parent arrives.

XII. Absences

To ensure proper billing, please call both site offices (St. John site-623-4835, SS. Mary & Hyacinth site-623-5629) when your child is going to be absent from the ASP, no later than 2 p.m. that day. The school offices will give that notice to the After School Program staff. If your ASP plans change, please inform the ASP Coordinator in advance so we can determine available enrollment slots and staffing needs ahead of time. Changes in schedules should be made by the first of the month.

XIII. Field Trips

Occasional field trips may be offered as part of our After School Program. Parents will need to sign and return permission slips in advance of all outings.

XIV. Termination of Enrollment

It may be necessary to terminate the enrollment of a student or students if the following problems develop:

1. Failure to observe the guidelines outlined in Classroom Management on page 4.
2. Failure to submit required enrollment forms and fees.
3. Failure to pay your tuition fees in a prompt manner as outlined in the Rates & Fees section below.

XV. Rates & Fees

Registration

There is a registration fee of \$25.00 per family that must be returned with the registration form. This is non-refundable and is required for scheduled students as well as drop-ins. The fee would be \$30 for any non ASCS students.

Tuition

The After School Program fee is \$5.75 per day per child.

Tuition is based on the number of days your child is scheduled to attend. Refunds will not be given for days absent. However, exceptions will be made when your child is absent from the regular school day and/or a phone call is made prior to 2 p.m.

Accounts are due on the 10th of each month. All accounts MUST be paid in full no later than the end of the week in which the 10th of the month falls. (Example: the 10th falls on a Tuesday, all accounts MUST be paid in full by Friday, 3 days later). Any account that is not paid in full, per the guideline above, will result in the enrollment suspension of that family's student(s) in the ASP until the account is paid in full. Parents who neglect to pay their account in full by the 10th of the month AND neglect to make alternative arrangements for after school care for their student(s) will be allowed to send their child(ren) to the ASP at a penalty rate of \$20 per day per student until the account is paid in full, including the penalty fees.

Late Fee

If your child cannot be picked up by 5:30 p.m., a phone call from you must be made to inform the staff by 5:15 and a late fee of \$5.00 will be charged to your account. If a call is not placed to the ASP by 5:15 p.m., a late fee of \$10.00 will be charged.

XVI. Drop-In Policy

The All Saints After School Program offers drop-in openings. These will be available on a first come/ first serve basis. If you are planning on utilizing the drop-in service, you need to fill out the enrollment form and return it with the initial \$25.00 non-refundable registration fee prior to using this service. If you are planning on using the After School Program as a drop-in on any given day, both school sites MUST be notified before 2 p.m. Payment of services will be made on a monthly basis, as outlined in Section XV.