

St. Joseph's Catholic School After School Care

"I can do all things in Him who strengthens me."

Philippians 4:13



Only With the

Lord's Strength

Family Handbook 2023-2024

Dear Parents/Guardians,

Welcome to Saint Joseph's After School Program! We are excited to be able to offer this program to our children and families this year. Our goal is to facilitate a structured, safe, and Christian environment where children are able to have a nutritious snack, work on homework, and participate in educational and recreational activities until your workday ends. But most importantly, we will strive to teach them that with the strength of our Lord, they can do anything! We look forward to getting to know you and your children. Thank you for sharing them with us!

WHO: Kindergarten- sixth grade

WHEN: Open from 3:00 – 5:30 P.M. each school day

INCLUDES: Snack time, recess, homework time, station rotations

PRICE:

Kindergarten – 6 th Grade	\$200/month first child \$150/Month each additional child
Drop-in rate	\$20/day

PAYMENT INFORMATION: Payments for enrolled children are due no later than the 15th of each month. Due to a shortened amount of days in August, **fees will be \$75/child for the month of August.** Due to a shortened amount of days in December, **fees will be \$150/child.**

SIGN-IN AND OUT: Children will be required to sign in with a staff member when they arrive at after school. **You or a person from your authorized list will be required to come inside and sign them out each and every day.** All authorized people must be at least 12 years of age. Those not recognized by staff will be asked to show photo identification. If someone is not on your authorized list, he or she will not be allowed to pick up your child. Please use door #5 for pick-up.

DAILY DROP-INS: Our ability to accommodate drop in students depends on how many full time care students we have. Our staff to student ratio allows for us to have a total of 35 students. If your child will be “dropping in” on a day, please let us know by 12 P.M. so that we can determine if there is space for that day.

STUDENT ABSENCE: Please call or text by noon if your child is going to be gone for any reason! If you are absent 3 times without notifying the school, your child will be unenrolled from full time care.

SNACKS: A healthy snack, included in the program tuition, is provided daily. If you prefer, you may send your student with an after school snack. We only have 1 option/day.

LATE PICK-UP: We dismisses at 5:30 every day. If you are going to be late, please call to let a staff member know. However, you will be billed \$1/per child for each minute late.

INSURANCE: Parents will be responsible for payment of any necessary medical care.

MEDICATION: After School Care will not administer medication. Parents are responsible for the administration of medication. The only exceptions are EpiPens and inhalers.

BEHAVIOR GUIDELINES: In order to maintain a safe and positive environment, children will be expected to keep hands, feet and objects to self, respect others, cooperate with After School Care staff, respect property and equipment, participate in activities to the best of their ability, stay within the stated supervised area, refrain from the use of profanity, conduct themselves in a positive manner and take responsibility for their actions. After School Care will follow Saint Joseph School's policies and procedures for discipline.

RUN-AWAY POLICY: If a child runs away off of school property, our staff must stop at school perimeter and call police. If a child runs away from the facility, the child may be terminated from the program.

HEALTH AND SAFETY: Children with contagious symptoms (fever, pink eye, respiratory symptoms, etc.) should not be sent to the program. If your child becomes sick at after school, you will be contacted and required to pick them up in a timely fashion.

EMERGENCY CARE: All paperwork must be kept up-to-date. Please inform us as soon as possible of any changes that need to be made. Parents or emergency contacts will be contacted if a child is injured and needs medical attention. In case of serious injury, 911 will be called first, and then the parents.

COMMUNICATION: It is very important to us to have regular communication with you. Please do not hesitate to address any concerns or questions you may have. The best time to do this is during arrival or departure times. If needed, a meeting can be scheduled so that both parties can give their full attention. Concerns should be presented in the following manner: (1) Staff person involved (2) After School Care Supervisor (4) Principal

PRINCIPAL'S RIGHT TO AMEND: The Principal has the right to amend the handbook at any time if needed.

I have read and understand the information provided in the After
School Care Family Handbook.

Child's Name _____

Parent Signature:

Date:



Please sign and date this form and return
it with your completed application.
