

# **St. Joseph's Catholic School**

## **After School Care Handbook 2025-2026**

**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. Our goal is to facilitate a structured, safe, and Christian environment where children can have a nutritious snack, work on homework, and participate in educational and recreational activities until your workday ends. We look forward to getting to know you and your children. Thank you for sharing them with us!

**WHO:** Kindergarten – fifth (5<sup>th</sup>) grade

**WHEN:** Open from 3:00 – 5:30pm each full school day – **please note that there will be no After School Care on teacher in-service days (early out days).**

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

**PRICE:**

- Full-time rate (if you sign up for full-time care you will be billed for full-time care each month, regardless of how many days you attend):
  - \$2,000 annually (billed monthly Sept-May)
  - \$1,700 annually (billed monthly Sept-May)
- Drop in rate: \$20/day

**PAYMENT INFORMATION:** Payments are charged on FACTS and you will be required to set up a payment plan once your account has been created. Charges will be billed on the 1<sup>st</sup> of the month. Children will be dropped from full-time care if monthly After School Care bills are unpaid.

**SIGN-IN AND OUT:** Children will be required to sign in with a staff member when they arrive at After School Care. **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 40 students. If your child will be “dropping in” on a day, please let us know by 12 PM so that we can determine if there is space for that day.

**STUDENT ABSENCE:** Please message our ASC director Taleia Thomas by 12pm if students will be absent. You can text her at 701-713-0498.

**SNACKS:** Students are welcome to bring an additional healthy snack from home. No drinks or sweets from home are allowed. We only provide one snack per day so if your student has dietary restrictions they will need to bring a snack from home.

**LATE PICK-UP:** We dismisses at 5:30pm every day. If you are going to be late, please call the After School Care phone 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. If your student is sent to the office 3 times for behavior issues during the after-school program, they will be dropped from full-time care. You will be contacted each time your child is sent to the office.

**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, 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 (3) Principal

**FIELD TRIPS:** Occasionally in the fall and spring After School Care will walk to and spend the afternoon at Recreation Park next to the school. These days will be communicated to parents ahead of time.