

**AFTER SCHOOL CARE PROGRAM**

***PARENT  
HANDBOOK***

**ST. ANNE CATHOLIC SCHOOL**  
**LAS VEGAS, NEVADA**  
2020-21

Dear Parent,

This handbook contains information considered important to your child's safety and for the basic operation of the St. Anne School After School Care Program. May we all work together to make this a happy and worthwhile experience for your child(ren).

Sincerely,

Mrs. Abigale Carpenter  
Principal

### **GOAL OF PROGRAM**

The After School Care Program of St. Anne School provides children with a Catholic environment extending the philosophy of St. Anne School into the hours before and after school during the school year (closed on school holidays). There is a clear academic component, which includes homework time, as well as art, games and activities. The program provides safety, care, supervision and recreation.

The entire program is under the administration of the school principal. A principal, teachers and other caregivers staff the St. Anne School After School Care Program. The staff members work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere where respect of others is encouraged.

### **AREAS USED FOR THE PROGRAM**

The school music room, Harrington Hall, is the designated area for the program unless otherwise posted. Schoolyard space for outdoor play will be available. Children should not be in any other part of the school building without the direct knowledge and permission of a staff member.

### **ADMISSION POLICY**

St. Anne School agrees to provide After School Care for a student and in return, the parents agree to pay a fee and support the rules of the program. Fees are the sole support of the school After School Care Program. St. Anne School and Parish do not subsidize the program.

All students in the program must have a registration form and emergency form on file for the After School Care Program. Parents must complete and return both forms along with the \$25 per child non-refundable registration fee.

Parents who choose to use the After School Care Program on an irregular (or drop-in) basis are required to register their child and pay the yearly \$25 per child registration fee. This allows the use of the program at the rate of \$5.00 per hour.

Students not enrolled in the After School Care Program but remaining on campus after 3:15 PM will be placed in the program at a rate of \$5 per hour per child. Participants in extra curricular activities after school who are not picked up immediately after the

conclusion of the activity will be placed in the program at a rate of \$5.00 per hour to start 5 minutes after the end of the activities.

### **COMMUNICATION**

Parents must understand that they may not expect a staff member's full attention if children are present. The principal or designee would be the person to communicate with the parent.

All written communication, announcements, etc. would come from the principal and be sent home with the children. Parents' written concerns should be addressed to the principal/principal.

### **CHANGE IN ADDRESS, PHONE NUMBERS OR EMERGENCY NUMBERS**

Parents are expected to inform the school office, when there are changes in addresses, or phone numbers/emergency numbers. If there is any change in the names of those authorized to pick up the child this information should be made known to the office and principal.

### **PROGRAM DETAILS**

#### **Schedule:**

3:00 PM - 3:30 PM Arrival and Snack time

3:30 PM - 4:00 PM Homework time

4:00 PM - 4:15 PM Rest and snack

4:15 PM - 5:00 PM Study time

5:15 PM - 5:50 PM Activity time: Art, games, movies, ect.

*( all age appropriate)*

### **CHILD BEHAVIOR**

Since the After School Care Program is an extension of St. Anne School the same basic philosophy underlies the program. As members of a caring Christian community, the children will be expected to respect the staff, each other, and the materials and environment provided. Parents must agree to cooperate in ensuring that their children behave appropriately. Parents concerns should be addressed to the principal not the staff member.

If a child violates the guidelines, rules set by the principal/staff member, the child will be spoken to. If the behavior is repeated the parent will be informed and if necessary a conference with the parent and principal will be set up. Should there continue to be a problem the child may be given a final opportunity to improve or may be asked to leave the program.

We hereby include by reference all rules and regulations set forth in the St. Anne School Handbook as applicable to the After School Care Program. Although we generally utilize

a progressive discipline system, we reserve the right to suspend and or expel a student at any time.

*Note:* We reserve the right to search all desks, backpacks, purses, computers, phones, etc. at any time. There should be no expectation of privacy in these items.

### **FEE AND PICK UP TIME**

An area of parental responsibility is in the matters of prompt fee payment and prompt pick-up time in the afternoon. The method and time of fee payment, as well as the latest pick-up time, is determined by the After School Care Program in St. Anne School. Regular and prompt payment will assure the continuation of personnel and the provision of supplies.

### **PAYMENT AND FEE**

**Registration fee \$ 25.00 per child (non refundable).**

### **Drop in Rate: \$5.00 per hour**

Checks should be made out to the school. The school office is responsible for the collection of fees.

If a parent fails to meet the After School Care Program fee payment due at the time assigned and does not make adequate arrangements with the principal, a reminder will be sent. A late fee will be assessed for all returned checks. The fees charged are the sole support of the After School Care Program, and to continue to serve the children in an adequate and fair way it is necessary that all payments be prompt and complete.

Late fees: If a parent arrives past 6:00 PM there will be an additional fee of \$1 for every 10 minutes past 6:00 PM. Fee for late pick up must be paid with the next regular payment fees. These fees applied for children on a regular or drop in status.

Children not enrolled in the After School Care program, but remaining on Campus after 3:00 PM and students in after school activities who are not picked up immediately after the conclusion of the activity will be placed in the program at the rate of \$5.00 per hour per child.

### **FIRE SAFETY**

Scheduled fire drills and shelter-in-place drills are included in the After School Care Program. Children will practice exiting by the nearest designated exits.

### **Pick-Up Time**

This program ends at 6:00 PM. It is common courtesy to the staff to respect the time of closure. Parents who have difficulty with the pick-up time should make arrangements with others listed as authorized pick-up individuals.

If a parent is late, a staff member will stay with the child until the parent arrives. A late fee will be charged \$1.00 per minute if the principal ascertains that a late pick-up or a history of late pick-ups occurs without justifiable cause.

Parents enter school by the designated door to pick up children. They are asked to check the play areas if they arrive early. Official attendance records are kept for the After School Care Program. Signature and accurate times must be recorded when the child is picked up.

### **HEALTH AND SAFETY**

The After School Care Program follows the policy of St. Anne School with regard to health issues. Parents or their designates will be notified if a child becomes ill during the hours of the program. For all minor injuries first-aid administration will be done on the premises and recorded in the Accident Log. Parents will be notified at the time of pick up. When serious injuries occur, procedures will be followed as they appear on the Medical Emergency Form. Parents are expected to sign this form at the time of registration.

Copies of all necessary medical information, medicine, etc. are made available to the Principal of the After School Care Program. If a child is taking medication during the school day, the same written permission slip will suffice. Remember the written note must include the amount of dosage, time of dosage and the date. Medication must be in its original container marked with the child's name. Food allergies: see Nutrition section on page 5 of this handbook.

In most After School Care programs snacks are provided. Parents should send in written notification of any food allergies.

If something serious should occur and the building is evacuated (fire, etc.) children will be taken to a designated place. Parents will be given information as to the site chosen. Along with the Fire Drill a Crisis Plan is in place for unexpected emergencies. These plans are in place for St. Anne School and for the After School Care Program.

### **HOMEWORK**

Each day a homework period is scheduled for all students. It is the child's responsibility to know what homework has been assigned. It is the responsibility of parents to check homework assignments at home. The older students may have more work than can be completed during the homework period.

### **INSURANCE**

Children are covered by the school insurance.

## **PERSONAL BELONGINGS**

Children do not change clothes for the After School Care Program. Children will be outside for play on most days. It is expected that parents are responsible to check for all correct clothing including outerwear at the time of pick-up. Staff members are not responsible for lost clothing. It is requested that children not bring toys or games from home.

## **STAFF**

In order to maintain a professional atmosphere, each staff member is to be formally addressed as adults, that is Miss, Mrs. or Mr. Informal use of staff members' first names by the students is inappropriate in the school setting.

The staff of the After School Care Program is responsible for the children enrolled in the Program. In addition to the children the After School Care Staff are responsible for the facilities and materials used while in the program. As members of a Christian caring community, the children enrolled in the program are expected to respect the staff, each other, the materials, and environment provided.

## **SUPERVISION/PICK UP PROCEDURES**

Only adults (After School Care Staff and Aides) supervise children. If older students assist with this program, they do so only in assistance to and under the direct supervision of an adult.

A child will be released only to a parent or individual that has been authorized in writing by a parent to pick up the child. Exceptions will not be made unless the parent sends in written permission with the child when he/she comes to school in the morning. The child will not be released from the After School Care Program without an authorized signature. Emergencies do happen, so please make sure you list the people authorized to pick up your child(ren).

When children arrive at the After School Care Program a designated staff member will check them in. At the time of pick-up from the program the parent/authorized person will be asked to sign a form noting name and time of pick-up. Again, it is reiterated that children will be released only to an authorized person.

## **VISITORS**

Only parents or their designated representatives are permitted on the program site. Exceptions would be those who are present on official school business or those accompanied by the principal, or a member of St. Anne School staff.