

# **Saint Anne Catholic School**

## **After School Program Guidelines**

### **Introduction**

The After School Program provides professional care, supervision, recreation and enrichment activities for working families who desire both parochial school education and supplementary day care in a Christian environment as an After School of the school day. The program does not discriminate on the basis of race, color, nationality and ethnic origin, age, sex, or disability in the administration of policies and procedures. Children enrolled in Saint Anne Catholic School are eligible for enrollment in After School.

This program allows children to engage in a rich diversity of growth activities within a Catholic environment. The daily sessions are planned to complement the philosophy and value systems of the school and family. Arts and crafts, recreational games, music, and rest and snack periods are just a few of the regularly scheduled activities in After School Program. Also, there is a time set aside for homework completion, with occasional tutorial assistance and resource materials available.

Within a large family environment, the program strives to provide individual attention, security, consistency and enrichment for children of working parents. A qualified staff supervises the After School Program. These people employed on a part-time basis, work together to maintain an atmosphere wherein respect and understanding others is realized.

### **Billing**

The After School Program is billed through the School Office at the rate of \$4 per hour. Hours are billed in increments of .25 hours beginning at 3:15 p.m. Payment is due the 1st of the month. Failure to pay the cost each month will result in disqualification from the program.

### **Child Arrival**

It is necessary for safety and supervision that all students check in no later than 15 minutes after class dismissal.

## **Meals and Snacks**

The After School Program does not provide snacks. Children who are going to be staying in the After School Program must have a healthy snack with them to eat.

## **Child Pickup/Late Policy**

It is your responsibility to sign your child out each day. Children may leave the After School Program only with the parent, guardian, or other persons authorized by the parent. **Authorization must be in writing.** If a change in pick up is necessary, please notify the school office prior to noon that day. If you are contacted to pick up your child for illness or behavior problems, you must make arrangements for your child to be picked up within an hour. For this reason, it is important that you, or a responsible adult, can be reached at all times that your child is in After School care. Please keep emergency work and home numbers current.

Staff members are employed only until 6:00 PM. It is common courtesy to respect the time of closure.

## **Late Policy for Parents Picking Up Children After 6:00 PM**

Time is based on the After School Program's clock. You are considered late after 6:00 PM. If pick up is after 6:00 PM, parents will be charged \$1 dollar/ per minute starting at 6:00 PM, the amount charged not to exceed \$20.00. After three instances of late pickup after 6:00 PM, parents must meet with the Principal who will decide whether the family will be allowed to continue in the program.

## **Student Behavior**

Every child is expected to abide by the rules of the school, respect all staff members, other students, and all property. If a child violates these standards, we will first take action by removing the child from the group and seating him by himself for whatever period the staff feels is sufficient. After each infraction, the child will receive a warning slip from a staff member who, in turn, will hand the slip to the parent to sign when the child is picked up (warning slips are kept in a confidential

file). If the child does not respond and the problem behavior persists, the parent will be called in for a conference. Should there continue to be a problem, a second conference will be arranged and at that time that child may be dismissed from the program.

There will be a warning slip given to a child concerning the following:

- Inappropriate language
- Running in the room
- Destruction of property
- Hitting and/or fighting
- Showing disrespect to the After School Staff
- Leaving the designated area without permission

Staff members of the After School Program try to meet the rudiments of due process and fair play! Problems will be discussed with students; at that time they are allowed to present their side of the story. For serious disciplinary matters, the avenue of appeal is the Principal.

### **Homework**

Each day a homework period is scheduled. It is the child's responsibility to acknowledge his/her assignment, and then to use the resources available. The After School Program staff has no way of knowing what homework, if any, has been assigned to which student. For the benefit of all, behavior disturbances will not be tolerated in study hall. If your child is removed from study hall, a note will be sent home that evening as to why your student did not work on his/her homework. Your support and cooperation with our study hall procedures are very much appreciated. As usual, it is important to check your children's homework each night in order to remain current with their classroom activities and to show support and interest in their academic efforts. It is not to be expected that all homework is completed during study hall.

### **After School Activities**

After School students may be involved in tutoring, assisting a teacher, clubs, or athletic activities after school. Correspondence between the classroom teacher, coaches and the After School Program staff is necessary if a student is remaining with the teacher after school,

attending an athletic practice or game, or joining in other after school activities. It is imperative for their safety and supervision that all enrolled After School Program students check in with the Program Staff daily before taking part in other functions.

**NOTE:** Brothers, sisters, and friends waiting for students involved in sports, are not allowed to be in the gym with the student involved in the particular sport. They must be supervised in the After School Program.

### **Cell Phones**

Children are not allowed to use cell phones during the After School Program. Cell phones must be turned off and stored in the child's back pack.

### **Toys from Home**

Children may not bring toys or games from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the "sharing" atmosphere encouraged in our large family environment. If a child is bringing a "show-and-tell" item for a class, it will need to remain in the child's cubby or back pack during their time in the After School Program.