

ST. FRANCIS DE SALES CATHOLIC ACADEMY
After School Program
Policies and Procedures Guide

It is our hope to provide a safe, caring, enjoyable atmosphere for our students in the After School Program while giving peace of mind to the parents who need an extended day for their children.

Attendance and Fees

The 2018-2019 fees for attending the After School Program are as follows:

	<u>2:30 p.m. – 5:30 p.m.</u>
1 st Child in Family	\$20
2 nd Child in Family	\$15
3 rd or More Children in Family	\$10 each

A calendar will be emailed home each week for you to indicate the days your children will attend the program the following week. The attendance calendar *must* be returned with your check made payable to St. Francis de Sales Catholic Academy. **If we do not receive your paperwork by the date specified, we will not schedule your child(ren) for participation in the program the following week.** All fees must be paid by the end of the week in which your child attends the after school program. If any family is continually late with their payment, they may forfeit the use of this service.

If you want your children to attend an after school activity (Paul Effman Band, Mad Science, etc.), arrangements will be made to have the children brought to After School when the activity is finished.

The number of moderators scheduled to work each day is determined by the number of students scheduled to stay. This is why we ask that the calendar be returned on the day specified -- so we know how many moderators to assign. It is also why we must ask that you not cancel after registering your child to attend unless it is an emergency situation. Last minute cancellations can mean that we will not be able to cover the moderator payroll for the day. This has happened in the past, and we cannot allow it to continue. A cancellation fee of \$10 per child per day will have to be levied if this remains a problem this year.

Schedule

The After School Program will take place on most days that school is in session. It does not meet on holidays or days when school is closed. This year it will begin on September 18 and will end mid-June. Over the course of the school year there will be some days when the program will have to be cancelled. Included are the days before Thanksgiving recess, Easter recess and on report card distribution days.

During the school year the faculty will be meeting on most half days to discuss the school's participation in various Diocesan and New York State programs and studies. For this reason the After School Program must be cancelled on these half days. The calendars you receive each week will indicate the days when the program cannot be held.

If there are any other days that the program must be cancelled, we will notify you with sufficient time for you to arrange for other child care plans.

Activities

The program will be staffed by faculty members who will be assisted by 7th & 8th graders performing school service. The extended day will include time for physical activity, a snack, assistance with the day's written homework assignments, and games.

It is the responsibility of the children to have all of the necessary material with them to complete their homework. This will not be a tutoring session, and parents are encouraged to review the homework each evening. Studying and projects should also be done at home with parents.

Physical activity time will take place in the gym after dismissal. Children can bring sneakers for play. We ask that you label all clothing/shoes/sneakers.

On days that your child stays for the after school program, please be sure that he/she brings an independent reading book or material to study or an activity book. We have found that some children rush through their written homework so they can get to play board games. A specific homework time will be set by the moderators. If written homework is finished, the children will be asked to read, study or do a quiet activity while the other children are finishing their work. Everyone will start with games and crafts at the same time.

Children with food allergies cannot be given snacks, so these parents are asked to provide something appropriate for their children to eat.

Toys, ipods, etc., should not be brought to the After School Program. We will not be responsible for missing items.

Behavior

The children will be expected to respect the staff, each other and the materials provided. If a child is uncooperative or if unruly behavior becomes a problem, parents will be notified. If the disruptive behavior continues, parents may be asked to remove the child from the program.

Illness

During the hours of our After School Program the school nurse is not on duty. A First Aid kit will be available for use if a child incurs a minor injury. In the event your child becomes ill while attending the program, we will call a parent or someone who is listed as an emergency contact on your enrollment form and ask that the child be picked up immediately. In the event of a medical emergency we will call 911 and notify a parent/emergency contact.

It is extremely important that we have accurate and up-to-date contact information. Please notify us promptly of any phone number change by sending a note to the After School Program c/o School Office.

Dismissal

Final dismissal from After School will be *promptly* at 5:30 p.m. from the main door of the school. (Earlier pickup is permitted, but please keep in mind that homework may not be completed at the time you come for your child.) Your children will be released only to a parent or those who have been authorized in writing to pick up. (If the moderator on duty is not familiar with the person who comes to pick up your child, he/she will be asked to show identification). Faculty moderators are employed only until 5:30 p.m. so it is imperative that you be on time. A late fee of \$10 for every 30 minutes late will be charged if you pick up after 5:30 p.m. In the event of excessive late pickups, you may be asked to leave the After School Program.

Emergency Closing

In the event of a severe snowstorm or dangerous weather conditions that develop during the school day and would make travel unsafe, it may become necessary to cancel the program or close it early. You will be notified as soon as the decision is made, and you will be asked to provide us with the name and phone number of the person you designate to pick up your child from school. This would insure the safety of all who have to travel home.