

St. Catherine of Siena School After Care Program 2018-2019

Our goals and expectations are described in this parent handbook. They were developed to provide the best environment for your child and to assist us in an efficient operation of after care. Please keep this handbook for future reference. Our mission is to offer an after school program that is an extension of St. Catherine of Siena School. The service supports the family unit by offering a safe and caring environment necessary for SCS students after the school day.

Admission Requirements/Registration:

After Care is available to all SCS students from grades PK3 through 7th grade. Completed registration/emergency form for each child attending the program must be on file. Additionally, a handbook acknowledgement form must also be on file before a child will be admitted. A child may be registered for enrollment in the program at any time.

Hours of Operation:

3:30 p.m. - 5:30 p.m. in the school cafeteria

Except:

Friday, August 31st - No After Care

Friday, October 19th (Fair) - No After Care

Wednesday, October 31st (Halloween) - 3:30 - 4:30

Friday, November 16th (Parent/Teacher conferences) - No After Care

Friday, December 21st - No After Care

Friday, January 18th - (Faculty Retreat) - No After Care

Friday, February 15th - (Parent/Teacher conferences) - No After Care

Friday, March 1st - (Mardi Gras) - No After Care

Friday, May 24th (Last Day of School) - No After Care

Children must be signed out prior to 5:30 p.m. If you may be late, a phone call is greatly appreciated. This helps your child feel secure and calm. Signing out after 5:30 p.m. will result in the following charges for the first 10 minutes, with \$1 per minute thereafter:

1st Offense: \$15.00 fee for the first 10 minutes, \$1 per minute thereafter.

2nd Offense: \$30.00 fee for the first 10 minutes, \$1 per minute thereafter.

3rd Offense: \$45.00 fee for the first 10 minutes, \$1 per minute thereafter and childcare services will be suspended for one week.

4th Offense: Childcare services will be withdrawn.**The director may waive the above fees for emergency situations or other situations deemed appropriate.*

Fees:

Non-refundable registration fee: \$10 one child, \$15 two or more children, payable at the time of registration.

One child \$12 per day, 2 children \$18 per day, 3 or more \$20 per day.

Payments in advance should be made for the first month.

Payments should then be received weekly or bi-weekly for charges incurred thereafter.

****** Please make checks payable to St. Catherine of Siena. NO CASH will be accepted. All financial obligations are delinquent after the 15th of the month. If payments are not made in a timely fashion, services will be denied. Report Cards will not be distributed to students for the Nine Week Sessions if charges are not up to date.*******

Daily Procedure:

The following is a general schedule/routine of the program -

*Check-In, attendance

*Say Prayer

*Nutritious snacks served

*PK3, PK4, Kindergarten supervised activities

*1st - 7th - moved to classrooms to complete homework

Homework and Quiet Time:

We provide written homework time Monday through Thursday. It is the child's responsibility to acknowledge his or her assignments. The staff is not responsible for the child completing their homework or checking it. Although we are happy to help any student with questions pertaining to homework, please review all of your child's assignments when they arrive home.

It will need to be quiet in the room during this time, so each child needs to bring some type of work to do. Each student is required to have a book that they can read if they do not have assigned work or finish early.

Discipline:

In order to be consistent with SCS, After Care will follow the discipline policies set forth in the SCS School Handbook.

The program cannot serve children who display disruptive behavior. We believe that all children are entitled to a pleasant environment at After Care. If the child cannot adjust to the program setting and behave appropriately, then the child may be discharged.

Snack:

Nutritious afternoon snacks will be provided through the cafeteria by the Archdiocese of New Orleans with no extra fee. The snack calendar for every month on Edline. Please take a look and see if there is any snack your child does not care for. If a child does not prefer the snack that is offered, another snack will not be offered. Please make arrangements to pack something for them to consume. If your child has allergies, it should be noted on the registration form. If the scheduled snack is something they are allergic to, please make arrangements to provide a snack for them.

Parent Contact:

Please make sure all parental information is current on the registration form. List any additional adults that are able to pick up your child. Any adults listed must bring photo identification to present to the teacher on duty at the sign out desk.

Right to Amend:

After Care reserves the right to amend the handbook as circumstances warrant. Parents will be notified in writing if changes are made.

Important Contact Information:

After Care Phone: (504) 833 - 7604

Directors: Lauren Solari lsolari@scsgators.org

Kim Sevin ksevin@scsgators.org

I have read and understand the policies of the St. Catherine of Siena After Care program.

Child(ren): _____ Grade: _____
_____ Grade: _____
_____ Grade: _____
_____ Grade: _____

Parent's signature: _____

After Care 2018- 2019 Student Information Sheet:

Child's Name: _____ DOB: _____ Grade: _____ Teacher: _____

_____ DOB: _____ Grade: _____ Teacher: _____

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_____ DOB: _____ Grade: _____ Teacher: _____

Parent Name: _____ Parent Name: _____

Phone Number: Home _____
Cell _____
Work _____

Phone Number: Home _____
Cell _____
Work _____

Address: _____ Address: _____

Additional individuals authorized for Pick Up:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Emergency Contact Information (if parents cannot be reached):

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

ALLERGIES/MEDICATION:

I agree to pay my financial obligation by the 15th of the month or services will be denied and report cards will not be distributed.

Parent's Signature: _____ Date: _____

Office Use Only: Reg Fee: _____ Policy Sheet: _____