

**ST. CATHARINE AFTERCARE
PROGRAM**

PARENT HANDBOOK

2016 - 2017

DEAR PARENTS,

WELCOME TO AFTERCARE! IN THIS BOOKLET YOU WILL FIND THE POLICIES AND PROCEDURES THAT FRAME OUR PROGRAM AND WHICH PROVIDE FOR THE SAFE AND HAPPY ENVIRONMENT THAT WE OFFER YOUR CHILDREN. WE ASK THAT YOU READ THIS CAREFULLY, THAT YOU BECOME FAMILIAR WITH AFTERCARE PRACTICES AND WITH YOUR RESPONSIBILITIES AS PART OF THE AFTERCARE PROGRAM.

PLEASE SIGN AND RETURN THE ACKNOWLEDGEMENT FORM BELOW. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO ASK. THANK YOU FOR YOUR ANTICIPATED HELP AND COOPERATION.

Sincerely,

Mr. Karl Ciak

**AFTERCARE PROGRAM
2016 - 2017**

I HAVE RECEIVED AND READ THE AFTERCARE PROGRAM HANDBOOK.

Name (Print)

Signature

YOU MAY EXPECT:

- A safe environment
- Responsive attention to your concerns
- Immediate communication of your child's needs and behaviors
- Ongoing communication of program activities

THE PROGRAM EXPECTS OF PARENTS:

- Prompt payment of fees
- Up-to-date record of health concerns and emergency information
- Prompt pick-up of children from the program
- Communication of child's needs and behaviors
- Cooperation with program policies and procedures

CHILDREN MAY EXPECT:

- A safe, happy environment
- Use of program materials, equipment, etc. on an equal basis
- Respectful treatment
- Discipline in a fair and non-punitive manner
- Nurturing care from staff who are actively involved with them

THE PROGRAM EXPECTS OF CHILDREN:

- Responsibility for their actions
- Respect for program rules
- Remain with the group and staff at all times
- Take care of materials and equipment
- Cleanup of materials and equipment

FEES AND PAYMENT POLICY

Aftercare Program salaries, supplies, and materials are supported entirely by fees. St. Catharine School provides the space used for the program.

Aftercare hours will be billed monthly. Payments are due upon receipt of billing.

When a balance is overdue by ten days, Aftercare services will have to be suspended until the balance is satisfied. If there are factors that you would like considered, contact Mr. Ciak at school.

There will be a charge for checks returned by the bank for insufficient funds.

Aftercare hours end at 5:30 p.m. promptly. Teachers should not have to remain past this time. In the event that a child is in Aftercare past closing time, there will be a fee of \$10.00 for the first fifteen minutes and \$10.00 for each additional 1-15 minutes thereafter. Aftercare services may be withdrawn if *three* overtime charges occur.

You may mail your payment to: SCS Aftercare Program, 301 2nd Avenue., Spring Lake, NJ. 07762 or you may send it to school with your child in a sealed envelope marked "AFTERCARE". Your child should give it to the teacher, it will then be sent to the office.

REGISTRATION

Parents must complete a registration form in order to send their child/ren to the Aftercare Program. A \$25.00 registration fee per family must accompany the registration form.

The program is open to children attending St. Catharine School in grades Pre-K through 8.

ENROLLMENT FORMS

Parents are asked to complete this form:

Registration - includes names of those who may pick-up the child & emergency names.

Parents are responsible for providing updated information as it occurs.

ATTENDANCE

On the day that your child is to attend Aftercare, **the classroom teacher should receive a note indicating that he/she is to be sent there.** If your child is going for the full week, a note may be delivered on Monday indicating the full week's attendance.

If a student is attending an after school meeting, class, or sports practice, and then they will be going to Aftercare, the Aftercare staff must be made aware of this prior to

attending Aftercare. You should send a written note ATTN: AFTERCARE and call the Main Office (300) to leave a message for the staff. They will then know to look for the child at a later time. **THIS IS FOR YOUR CHILD'S SAFETY.**

PLEASE COMMUNICATE ANY CHANGES IN ATTENDANCE PRACTICES BY CALLING 449-4424, EXT. 308

There has in the past been occasion when a note arrived at Aftercare and a child did not! Happily, the error was that the parent got the afternoon off and came to pick up the child to go home. Unfortunately, the word did not spread to the Aftercare staff and they were panicked! If this or other circumstances change, please contact the staff. If a child does not arrive at Aftercare, the parents will be contacted immediately. If the parent cannot be reached, the emergency names will be contacted.

PICK-UP AND RELEASE OF CHILDREN

Children are signed into the Aftercare program by attending staff.

Children are released only to those named on the registration form. Do not call with a change of name. Incoming phone calls will not be honored. **Written notification of name changes for release is required.**

You must sign the child out in the presence of staff before leaving.

SCHEDULED PROGRAM DAYS

The Aftercare program follows the St. Catharine School calendar. When there is no scheduled school day, there is no Aftercare. ***There is NO Aftercare on the day before Thanksgiving holiday, Christmas holiday, or Easter holiday.*** Aftercare ends on the first Friday in June.

SCHOOL CLOSINGS

In the event of an early school day closing due to bad weather or school building emergency, the Aftercare program will close also. This is a safety item. Families should have an emergency plan in place for such occasions. Children should know what to do.

If the emergency occurs during Aftercare hours, we will contact parents to arrange pick up for the children as soon as possible. It is therefore imperative that Aftercare has current phone numbers and names of authorized people to pick up your child.

HEALTH & SAFETY

If your child has a known medical condition, please inform us in writing. In this way, we can know what to do if something should occur during Aftercare hours.

If the child has one of the following conditions, the parent will be notified to pick up the child immediately: contagious disease, fever over 100 degrees F, vomiting or diarrhea, accident requiring medical attention.

In case of accident or illness, parents will be called immediately. In serious cases, the child will be transported to the area hospital by emergency vehicle and the parents will be called.

MEDICATIONS

Children may not have medications in their possession while in Aftercare. Aftercare staff will not distribute medications.

CHILDREN'S PERSONAL PROPERTY

All items of clothing, coats, uniforms, even socks and shoes should be clearly marked with the child's name or identification mark in permanent marker. Items left will be placed in the school lost and found box. Children should not bring items of value to the program.

DISCIPLINE

Children in the Aftercare program are entitled to a safe and happy environment. **We cannot serve children who display chronic disruptive behaviors.** This is defined as verbal or physical activity which may include, but is not limited to, such behavior as: inflicting physical or emotional harm on others, requiring over attention from the staff, ignoring or disobeying the rules which guide the program.

Reasonable efforts will be made to assist the child to adjust to the program setting. Parents will be notified in writing of repeated misbehavior. **If no improvement occurs, the child may be suspended from the program.**

DAILY PROGRAM

We provide a flexibly structured schedule as follows:

- ◆ Children change clothes and have a snack which they bring from home. **Please send comfortable play clothes and snack daily.**
- ◆ They play outdoors in weather above 40 degrees when there is no rain,etc. Please send children ready to play outside (hat, mittens, boots, etc.).
- ◆ There is a supervised homework / quiet time after outdoor playtime.
- ◆ Children are offered craft and game choices daily.

Movies are an occasional treat. All video tapes/DVD's must be G rated.

WE ARE LOOKING FORWARD TO A VERY GOOD YEAR IN AFTERCARE. IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE FEEL FREE TO ASK. CALL 449-4424, EXT. 302.