



# ST. PAUL THE APOSTLE SCHOOL AFTER SCHOOL CARE HANDBOOK



## **ST. PAUL THE APOSTLE SCHOOL AFTER SCHOOL CARE (ASC)**

### **CONTACT INFORMATION:**

- School Office: 949-1690 ext. 222 (lvalva@stpaul-school.org)
- Director: ext. 224 (dcouture@stpaul-school.org)
- After School Care: 334-5106 (during ASC hours only)

### **LICENSING:**

- State of Michigan; Department of Human Services

### **CPR AND FIRST AID CERTIFICATION:**

- Program Director
- ASC staff

### **PURPOSE:**

- To meet the needs of students and families
- To provide a safe, nurturing, and consistent environment which reflects the teachings of the Catholic Church

### **ADMISSION POLICY:**

Prior to admission for care each child must have the following on file:

- Child Information/Program Release Card
- Health and Immunization Form
- Signed statement that child is in good health
- Signed ASC contract

Additionally:

- The child/ren must be registered student(s) of SPA School.
- All prior year ASC charges must be paid in full.
- Students may register for care at any time during the school year.

### **WITHDRAWAL:**

To avoid unnecessary charges and ensure appropriate planning please provide:

- Written notice two weeks prior to withdrawal

### **WITHDRAWAL CON'T:**

For the benefit and safety of students and staff:

- The ASC program reserves the right to deny admission to any child in situations where the program is not meeting the child's individual needs, or if the child's presence is interfering with the needs of others.

### **AFTER SCHOOL CARE CLOSING**

- The ASC program will be closed for days-off, inclement weather, or any emergency situation that requires St. Paul the Apostle School to cancel classes.
- The ASC program does not provide care on half-days when dismissal occurs at 11:00 a.m. so the ASC staff may participate in professional development opportunities.

### **EMERGENCY PROCEDURES**

- The ASC program follows the Emergency Closing Policy of St. Paul the Apostle School as found in the Parent/Student Handbook.
- Should an emergency situation arise during the regular ASC hours of care, we will make every attempt to contact you so that you may be involved in making a decision about the care of your child.

### **ACCIDENTS**

- In case of accident or injury, adequate First Aid supplies are available.
- Any accident that occurs while under the ASC program's supervision will be reported to the parent(s).
- An accident report will be filled out, and a copy will be kept on file.

### **HEALTH AND SAFETY**

- Your child/ren will be properly supervised at all times by a qualified ASC program employee.
- Rules and procedures provide a safe and enjoyable environment for all participants. Adherence to the rules and procedures is imperative.
- Children who are ill should remain at home. If your child becomes ill, or symptoms of illness appear during the ASC program hours, parents will be notified for pick-up.

## **COMMUNICATION**

- A variety of methods may be used when deemed necessary: notes, phone calls, emails. Immediate concerns will be discussed at pick-up time.
- Please feel free to contact the office or director at any time with questions or concerns.

## **PROGRAM**

- The ASC program adheres to all St. Paul the Apostle School policies as detailed in the Parent/Student Handbook.
- The ASC program will operate Monday through Friday from 3:10 - 5:30 p.m. during the school year except as noted in the After School Care Closing section.
- Each of the ASC staff offers unique talents and activities to the children.
- Daily activities include:
  - Hand washing and snack
  - Outdoor and/or gross motor activities
  - Indoor games, arts and crafts
  - Homework time and assistance as needed
- Additional activities may include:
  - Cooking
  - Story/library time
  - Computer time
  - Appropriate movie and popcorn (Fridays only)

## **NUTRITION**

- Each ASC session will include time for a snack and/or beverage.
- Nutritious snacks develop life-long habits for health and are highly recommended.

## **DISCIPLINE**

- All St. Paul the Apostle rules noted in the Parent/Student Handbook apply during the After School Care program.
- The ASC Discipline Policy reflects the policy of the school and can be found under various headings in the Parent/Student Handbook: Anti-Bullying, Christian Behavior, Discipline and Responsibility, Harassment, Internet Use

## **FIRE/TORNADO DRILLS**

- The students are trained to respond to the sound of the alarms by using the nearest exit or proceeding to a safe building location.

### DISMISSAL/SIGN OUT

- Please contact the ASC staff, 334-5106, to notify of your arrival.
- The staff will meet you at the main door of the school or the back door near the Antioch rooms per your request.
- Students will be readied for dismissal based on the registration schedule provided in advance.
- In the event that your scheduled pick-up time is during outdoor activities, your child/ren will take all belongings to the playground.
- Children **will not** be released to anyone other than those pre-designated **in writing** by the parent or guardian. These policies are for your child's safety and protection!
- The ASC staff will record pick-up time using the cell phone as reference.
- Children **will not** be released from the ASC program until the parent or authorized individual has signed them out.

### LAST CHILD SIGN OUT

- In the very rare event that your child is the second to last child picked up AND there is no other school/staff/volunteer available, you may be asked to stay with the ASC employee until the last child is picked up.
- This policy is in direct response to VIRTUS training and is for the children's safety/protection.

### AFTER SCHOOL CARE PROGRAM RATES

- Payment is due every two weeks prior to service.
- Payment is expected for scheduled hours.
- Care is billed on a per hour basis. **Any fraction of one hour**, including 3:10 p.m. - 4:00 p.m., except for the period between 5:00 - 5:30 p.m., is considered an hour of service.
- **Pre-registered families:**
  - First two children in family = \$4.00 per hour each (5:00 - 5:30 = \$2.00 each)
  - Three children per family = \$10.00 per hour (5:00 - 5:30 = \$5.00)
  - Four+ children per family = \$12.00 per hour (5:00 - 5:30 = \$6.00)
- **Drop-ins**
  - Drop-ins are accepted on an availability basis by contacting the school office prior to care.
  - The rate for drop-ins = \$5.00 per hour each.
  - Payment is due at pick-up or the following school day.

### **AFTER SCHOOL CARE PROGRAM RATES CON'T.**

- **Charges for late pick-up:**
  - Since billing is by the hour, pick-up after the pre-registered hours of **4:00** or **5:00 p.m.** (Please notify the ASC caregiver by phone if an emergency situation arises.)
  - Each child = \$5.00 per hour with a minimum \$5.00 charge
  - Please add the additional charges to your next scheduled payment.
- **Charges for pick-up after closure (5:30 p.m.)**
  - Each child = \$5.00 per fifteen (15) minute interval
  - Minimum charge = \$5.00  
Please add the additional charges to your next scheduled payment.
- **Payment for services must be current for a child to remain in the ASC program.**

### **METHOD OF PAYMENT**

- Checks made payable to St. Paul the Apostle School with a memo of After School Care is preferable.
- When payment is made in cash a written receipt will be provided requiring your signature.
- Checks returned for **insufficient funds** will result in a **\$5.00** fee.