

St. Catherine of Siena Catholic School
Snack and Yak After School Care Program
Policies and Procedures



Program Staff

Mrs. Karen Pechous (director)
Ms. Patti Graper

Program Cell Phone Number

404-309-6863

Please read carefully and complete all forms.

GENERAL INFORMATION

The Snack and Yak After School Program is an extended care service offered to students of St. Catherine of Siena Catholic School. It offers after school child care on the school grounds.

School hours of operation are 8:00 a.m-3:00 p.m. For the safety of all students, any student remaining on school property after carpool without adult supervision will be checked in to the Snack and Yak After School Care Program and fees will be charged.

The program staff design and implement a schedule of activities for students who attend the program. The following is a sample schedule:

1. Quiet homework and study time (usually in the Media Center)
2. Indoor games and arts and crafts (cafeteria)
3. Snacks (cafeteria)
4. Outdoor/playground (weather permitting) or gym time
5. Computer lab time

POLICIES AND PROCEDURES

Enrollment in the after school program constitutes an understanding that parents and students will abide by the policies listed in the following pages. Families must abide by the policies of St. Catherine of Siena Catholic School and the policies of the Snack and Yak After School Program.

Program's Expectations of the Parents

Parents will:

1. Pay fees on time.
2. Keep their children's records up-to-date.
3. Pick up children on time.
4. Follow health policy as explained in the health enrollment form.
5. Send a written note or fax with signature if a child is attending. (*Optional but encouraged for young students who do not attend Snack and Yak regularly.*)
6. Call the school office to inform the program staff if their child will not be attending on a scheduled day.
7. Pay attention to communications from the caregiver regarding their child's behavior and assist with bringing about improvements in their child's behavior if necessary.
8. Communicate with the school and program staff for the care of their child.

Program's Expectations of the Students

The students will:

1. Exercise self-control and take responsibility for their actions.
2. Obey the same rules of the school while attending Snack and Yak.
3. Begin and complete homework immediately in the quiet area designated for homework before participating in games or other activities.
4. Remain with Snack and Yak students and staff at all times.
5. Take care of all materials and equipment properly and return them to their place when finished or before taking out new ones.

6. Adhere to the St. Catherine of Siena Catholic School acceptable use policy as stated in the Parent/Student Handbook when using the media and computers while in the Computer Lab or Media Center.
7. Arrive at the program promptly, according to the enrollment information.

Participation in the Program

In order to participate in Snack and Yak, parents need to complete and turn in these forms:

1. Snack and Yak After School Care Enrollment form
2. Snack and Yak After School Care Emergency Contact form
3. Request for Release From and/or Drop Off to Snack and Yak (For the Purpose of Attending Basketball Practices) form – *optional*

The above forms will be sent home at the beginning of the school year and are available on Edline and the school office.

Rates

- \$40 Registration Fee (one time and non-refundable, per family, due upon 1st use or billed on the first monthly statement)
- \$8.50 per day per student flat rate, maximum charge of two student for one family (\$17)
- \$14 noon dismissal days per student

Rates incur any time a student attends the program.

Fees and Payment Policy

1. The program salaries, supplies, and administrative expenses are supported entirely by fees.
2. Payment is due on the 5th of each month. Parents will receive one statement at the end of each month.
3. If your child is not picked up by the end of carpool, he or she will be checked into the Snack and Yak After School Program. **Attendance for Snack and Yak is taken shortly after the end of carpool. Once attendance is recorded, students must be signed out to be released from Snack and Yak. You will be charged the \$40 Registration Fee and \$8.50 per day per child. The program staff do not handle questions regarding payments. Questions regarding charges should be directed to Mrs. ?UfYb DYWci g Dfc[fUa `8]fYWcf fl dYWci g4 gVjYbU'cf[k**
4. Make checks payable to St. Catherine Catholic School and note After School Program in the memo section. Please use payment envelope.
5. Children will be allowed to attend the program only after all forms have been completed and returned and registration fees have been submitted.
6. Failure to pay fees in a timely manner could result in suspension from the program.

Hours of Operation and Calendar

The first day of Snack and Yak for the 2011-2012 school year is Tuesday, August 16, 2011. The last day will be Wednesday, May 23, 2012. The program operates from the end of the school day (3:00pm) until 6:00 p.m.

Parents whose children remain past 6:00 p.m. must pay late fees as follows:

- Late fees: \$1.00 per minute per child after 6:00, for example: if a student is picked up at 6:07 p.m., the late charge would be \$7.

- The Snack and Yak Program phone number is 404-539-5823. Please use the number for emergencies only and you are unable to pick up your child by 6:00 p.m.

Late fees and all payments must be paid monthly by the 5th of each month. The payments may be given to the receptionist at the school office or sent with your child to school in a payment envelope. Please do not give payments directly to a Snack and Yak staff. Please always remember to write "Snack and Yak" on the memo section of each check.

The program is offered on most Early Dismissal Days from 12:15-6:00 p.m. Children must bring their own lunch. The program will not be offered on Early Dismissal days before holidays:

- Tuesday, November 22, 2011 (Tuesday before Thanksgiving holiday)
- Thursday, May 24, 2012 (Field Day)
- Friday, May 25, 2012 (Last day of school)

Enrollment and Emergency Contact Forms

The program expects all forms to be kept current. Parents must provide new information to the staff regarding: emergency persons, names, employers, phone numbers, and departure changes.

Emergency Contact

The program cell phone number is 404 539 5823. In case of emergency, the program staff will use the information on the student's Emergency Contact form to contact parents.

Extracurricular Activities

If a student attends an extracurricular activity (e.g. choir, band, Computer Explorers, sports practice) and afterwards needs to attend Snack and Yak, the parent must notify the adult in charge of the extracurricular activity and requests the adult to drop off the student to Snack and Yak at the end of the extracurricular activity. Students who are not picked up by parents after an extracurricular activity will be sent to Snack and Yak and fees will incur.

Medication Policy

Snack and Yak staff do not administer any medications except "life saving" medications, i.e. inhalers and Epi-pens. Snack and Yak follows the same medication policy for St. Catherine of Siena Catholic School as outlined in the Parent/Student Handbook – please see page 37.

Students who require "life-saving" medications (inhalers and Epi-pens) must have these provided for Snack and Yak. Parents of these students must provide these items to the Snack and Yak staff because the program staff will not have access to the School Clinic where these items are stored for safekeeping during the school day.

Release of Students

If someone other than the parent is to pick up a student from Snack and Yak program, the person must either be listed on the Emergency Contact form or a parent must send a note to the program staff. Such persons will be asked to present a photo ID before a student is released to them.

**Snack and Yak After School Care
Enrollment Form**

I request to enroll my child _____ in the Snack and Yak After School Care Program for the 2011-2012 school year.

He/She will attend: (Check each day that applies)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- I will send notes

I understand the Snack and Yak After School Program is open according to the official school calendar of St. Catherine of Siena Catholic School and is closed during vacations, all holidays, teacher workdays, inclement weather days, and other designated days.

1. I understand that I am responsible for payment of fees, which are due on the 5th of each month, for my child(ren) in the Snack and Yak After School Program. Should I decide to withdraw my child(ren) from the Program, I will give one week's notice in writing prior to the discontinuation of this service and understand the registration fee is non-refundable.
2. I understand rates are charged in daily increments. I must sign out my child(ren) with my signature and time.
3. I will update my child(ren)'s file information, according to the policies of the Snack and Yak After School Program.
4. If a medical emergency arises, the Program Staff will attempt to contact me. If I cannot be reached, the staff will contact 911 and the emergency contact person(s) whom I have listed as my child's emergency contacts. If the emergency is such that immediate hospital attention is necessary, an ambulance or emergency vehicle may take my child to the hospital.
5. I agree to adhere to the policies and procedures of the Snack and Yak After School Program as stated here, and give my child permission to participate fully in this program.

Date: _____

Signature: _____

Relationship to child: _____

Print name: _____

SNACK AND YAK AFTER SCHOOL CARE EMERGENCY CONTACT FORM

Student's Last Name _____	First _____	MI _____	Date of Birth _____	Age _____	Sex _____	Grade _____
Father's Name _____			Mother's Name _____			
Address _____			City _____			Zip _____
Phone: Hm _____ Bus _____ Cell _____			Phone: Hm _____ Bus _____ Cell _____			
Name of Business _____			Name of Business _____			

Person(s) To Call In Emergency When Parents Cannot Be Reached / and who may pick up the child from school and Snack and Yak

Name _____	Relationship _____	Phone: _____
Name _____	Relationship _____	Phone: _____
Name _____	Relationship _____	Phone: _____
Family Physician _____	City _____	Phone: _____
Choice of Hospital _____	Insurance Co. _____	
Drug/food/environmental/etc. allergies: _____		
Any additional medical information: _____		
List daily medications: _____		

If any emergency arises, the school will try to contact the student's mother or father. If neither Parent can be reached, I give permission to Dr. _____ to be wholly responsible for the care of my child. If he is unavailable in the event of a major emergency, the administration is directed to seek emergency care at the medical or hospital facility indicated above. I will be responsible for the payment of all expenses incurred.

Signature of Parent or Guardian

Date

COMPLETE PRIOR TO BASKETBALL SEASON IF APPLICABLE:

**REQUEST FOR RELEASE FROM AND/OR DROP OFF TO SNACK AND YAK
(FOR THE PURPOSE OF ATTENDING BASKETBALL PRACTICES)**

One form per student

Please complete both sections if both apply to your student.

I request and give permission for _____ to pick up and sign out
(Name of Coach)
my child, _____, from Snack and Yak on days when my
(Student's First and Last Names)

child will be attending basketball practices in the school gym. I understand that once my child is signed out by his/her coach, he/she will no longer be under the supervision of the Snack and Yak staff.

And/or:

I request and give permission for _____ to drop off my child,
(Name of Coach)
_____ at Snack and Yak after his/her basketball practice.
(Student's First & Last Names)

Parent's Signature: _____

Date: _____

Please turn in to the school office.