

**ST. CATHERINE OF SIENA CATHOLIC SCHOOL  
AFTER SCHOOL CARE PROGRAM**

**POLICIES AND PROCEDURES**



**PROGRAM DIRECTOR  
MRS. LIZ WILEY**

**PROGRAM CELL PHONE NUMBER  
404-227-2419**

## **GENERAL INFORMATION**

The After School Care after school care program is an extended care service offered to students in Kindergarten through eighth grades enrolled in St. Catherine of Siena Catholic School. The program offers after school child care on the school premises.

School hours of operation are 7:50 a.m. to 3:10 p.m. Monday through Friday. For the safety of all students, any student remaining on school property after carpool without adult supervision will be checked in to the After School Care Program and fees will be charged. Students will be checked in at approximately 3:30 p.m. on full school days, and approximately 12:20 p.m. on half school days.

The After School Care 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, from 3:30-4:00.
2. Indoor games, arts, and crafts, usually in the cafeteria, for students who do not have homework, from 3:30-4:00.
3. Hand-washing, snacks, and clean-up, usually in the cafeteria, from 4:00-4:30. Please feel free to pack an alternate snack for your child if you or your child would prefer something different than the snacks served.
4. Outdoor play time on playground or black-top, weather permitting, or in gym (when available), from 4:30-5:00.
5. Computer Lab time, when lab is available for use, from 5:00-5:30.
6. Additional indoor crafts, games, or reading, usually in the cafeteria, from 5:30-6:00.

\*Schedule and locations subject to change if needed.

## **POLICIES AND PROCEDURES**

Enrollment in the After School Care program constitutes an understanding that parents and students will abide by the policies listed in the following handbook and in the Parent/Student Handbook of St. Catherine of Siena Catholic School.

### **Program's Expectations of Parents**

Parents will:

1. Pay all fees on time (fees are paid through FACTS account withdrawal).
2. Keep their children's health and emergency records up-to-date with the school.
3. Pick up children on time, that is, by 6:00 p.m. at the latest. Please stay with your children when escorting them from the building after checking them out of After School Care.
4. Send an e-mail, fax, or written note if your child is attending After School Care. This is optional, but encouraged for parents of young children who do not typically attend After School Care.

5. Pay attention to communications from After School Care staff members regarding their child's behavior and assist with bringing about behavioral improvement when necessary.
6. Communicate with the school and program staff regarding care of their children.

### **Program's Expectations of Students**

The students will:

1. Exercise self-control and take responsibility for their actions.
2. Obey the same rules of the school while attending After School Care.
3. Begin and complete homework immediately in the quiet area designated for study before participating in games or other activities.
4. Remain with After School Care staff and students at all times.
5. Properly take care of all After School Care equipment, materials, and supplies and return them to their places when finished and before taking out new ones.
6. Adhere to the St. Catherine of Siena Catholic School Acceptable Use Policy when using media/technology in the Computer Lab, Media Center, or other places.
7. Arrive at the program promptly when walked down by teachers following dismissal, or when escorted to the program by coaches and/or extra-curricular activity sponsors.

### **Participation in the Program**

In order for their children to participate in the After School Care program, parents should complete and turn in the following forms as soon as possible, and no later than the end of the first full week of school:

1. After School Care Program Enrollment Form  
(Appendix A)
2. After School Care Statement of Exemption  
(Appendix B)
3. Extra-curricular Activity Release Form (Appendix C)

These forms will be sent home at the beginning of the school year, are available on the school website and at the front office, and are found in Appendices A, B, & C of this handbook.

### **Rates**

The following rates will apply to students using the After School Care program:

1. \$40 registration fee:
  - a. One-time fee
  - b. Non-refundable
  - c. Fee is per family, not per child
  - d. Due upon registration or first use of After School Care
2. \$8.50 per day/per student on regular dismissal days:
  - a. Flat rate
  - b. Family will be charged for a maximum of two students (no more than \$17 per day)
3. \$14 per day/per student on noon dismissal days:
  - a. Flat rate

- b. Family will be charged for a maximum of two students (no more than \$28 per day)
4. \$1 late fee per minute/per child after 6:00 p.m.

Fees are incurred and rates applied whenever a student attends the After School Care program.

### **Fees and Payment Policy**

The After School Care program salaries, supplies, and administrative expenses are supported entirely by the fees listed above, and are collected in the following way:

1. All payments will be made through withdrawal from the family's FACTS account when payments are due and/or fees are incurred.
2. Any child who is not picked up from school by the end of carpool will be checked into the After School Care program. ***Attendance for After School Care is taken shortly after the end of carpool. Once attendance is recorded, students must be signed out in order to be released from After School Care. Parents will be charged the \$40 registration fee if they have not already registered, and the \$8.50 daily fee will be charged each day that students are checked into After School Care following dismissal. Questions regarding payment should be addressed to Mrs. Liz Wiley, After School Care Director, at [aftercare@scsiena.org](mailto:aftercare@scsiena.org).***
3. Children may not be allowed to attend After School Care if all forms are not submitted by the end of the first week of school.

### **Hours of Operation and Calendar**

The first day of After School Care each school year is the first FULL day of school for that year. The last day of After School Care is the last FULL day of school for that year. The program operates from after dismissal (approximately 3:30 on full days, and approximately 12:20 on half days) until 6:00 p.m. Please see the school calendar for further information.

The following protocols are in place for parents of children who are picked up late from After School Care:

1. Late Fees: \$1/per minute/per child after 6:00; for example, if a student were picked up at 6:07, the late charge would be \$7.
2. The After School Care program phone number is 404-227-2419. Please use this number for emergencies, and to notify the staff if you are unable to pick your child up by 6:00.
3. Parents who pick up their child after 6:00 p.m. twice in one school quarter will receive a letter reminding them of the hours of operation and After School Care policies.
4. Parents who are late picking up children more than twice in a quarter may be asked by the school administration to consider alternate childcare options.

Late fees and all payments for After School Care will be billed through the family's FACTS account.

After School Care is offered on some early dismissal days from 12:15-6:00. Children must bring their own lunch. The program will not be offered on early dismissal days before holidays, and may not be offered on certain days at the beginning and end of the school year.

There is no transportation provided for students. Students may only be picked up from After School Care by parents, legal guardians, or persons who have been given permission to pick them up on their emergency forms or by a signed note from parents/legal guardians.

### **Enrollment and Emergency Contact Forms**

Please keep all forms current. Parents must provide to the school all information regarding emergency persons, names, employers, phone numbers, and departure changes. After School Care uses the same emergency forms as the school.

The program's cell phone number is 404-227-2419. In case of emergency, the After School Care staff will use the information provided on the emergency notification card to contact parents.

### **Extra-curricular Activities**

If a student attends an extra-curricular activity (e.g., choir, band, Scouts, athletics, etc.) and afterwards needs to attend After School Care, parents must notify the adult in charge of the extra-curricular activity and request the adult to sign the student in to After School Care following the extra-curricular activity. If parents do not pick up a student on time following an extra-curricular activity, the student will be signed in to After School Care; if the family is not enrolled in After School Care, the regular program fees will be incurred by the family.

### **Medication Policy**

After School Care staff do not administer any medications except "life-saving" medications, such as inhalers and epi-pens. After School Care follows the medication policy of St. Catherine of Siena Catholic School as outlined in the Parent/Student Handbook. Parents of students who require "life-saving" medications must provide these medications for After School Care, since the After School Care staff will not have access to the clinic where these medications are stored for use during the school day. Should a child have any adverse reactions to life-saving medications, parents will be called immediately. If the staff deems it necessary, 911 will be called.

### **Release of Students**

To ensure the safety of your child(ren), all students must be escorted from After School Care by an authorized adult to the car after being signed out.

**After School Care  
Enrollment Form**

I request to enroll my child \_\_\_\_\_ in the After School Care Program for the 2019-2020 school year.

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

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

I understand the 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 will be withdrawn through my family's FACTS account, for my child(ren) in the 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 with the school office, according to the policies of the 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 After School Program as stated here, and give my child permission to participate fully in this program.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

*Appendix B*

**Statement of Exemption**

Dear Parent/Guardian,

Please be advised that the St. Catherine of Siena Catholic School After School Care Program, is exempted from licensing in the State of Georgia through Bright from the Start. We are exempt based on our school accreditation.

Sincerely,  
*Mrs. Liz Wiley*  
Director

*Please sign and return this form with your After School Care registration packet:*

I understand that the St. Catherine of Siena Catholic School after school care program, After School Care, is exempted from licensing in the State of Georgia through Bright from the Start, as long as the school holds full accreditation with an approved agency.

\_\_\_\_\_  
*parent/guardian signature*

\_\_\_\_\_  
*date*

\_\_\_\_\_  
*parent/guardian printed name*

Appendix C

**St. Catherine of Siena Catholic School  
Athletic & Extra-Curricular Activity Release Form\***

*\*Please fill out one form PER CHILD.*

I request and give permission for coaches and/or extra-curricular activity sponsors/assistants to pick up, sign out, and/or sign in my child from St. Catherine of Siena Catholic School and/or SCS Snack & Yack after school care program on the designated dates and times of the practices or activity meetings.

Student's First and Last Name & Homeroom:

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Athletic Team and/or Extra-curricular Activity (Please list all anticipated activities for the 2019-2020 academic year):

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*Parent/Guardian Signature*

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*Date*

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*Parent/Guardian Printed Name*