

St. Aloysius After School Care



Parent Handbook

2016-2017

Purpose

The St. Aloysius After School Care Program provides care for school age children. This is part of the school and is therefore under the direction of the principal. A continuation of school policies will be maintained. Daily operation is overseen by Jennifer Williams the Director.

Our purpose is to provide a safe, affordable and fun Christian atmosphere for the care of St. Aloysius school children. The daily schedule will consist of free play and structured activities. We will offer a variety of activities to choose from so that each child's special needs and interests can be met.

Believing that children will flourish in a safe and supportive environment, children will be supervised by a qualified and caring staff that enjoys interacting with school aged children. The staff will provide positive guidance and discipline that encourages children to be independent and solve problems.

Parent involvement is important, a newsletter will be sent home periodically and parents will be encouraged to visit the program and express questions or concerns.

Abuse

Kentucky law requires that child caregivers report any and all suspected child abuse to the appropriate authorities. ASC staff will accept their responsibility and act accordingly.

General Information

2016-2017

Hours of Operation 2:45p.m. – 6:00p.m.

Days closed Anytime St. Aloysius School is closed
 National Holidays
 Extreme snow or other emergency closing days
 (Follow Jefferson Co. Catholic School)

Fees \$50.00 Yearly Family Registration
 Fee schedule attached
 Late pick up charge
 \$5.00 6:01-6:05
 \$1.00 each additional minute.

Staff/child one adult staff person for
Ratio every 10-15 children

Attendance The Kentucky Cabinet for Human Resources
 Mandates a strict ratio of staff to child
 We require 24-hour notice for drop-ins

Discipline

The After School Care program is an extension of the school operation, and the same expectations and code of ethics apply to the students here at ASC. We do not tolerate bullying, disrespect to instructors or each other. Appropriate behavior is required at all times here at ASC. Anyone who cannot behave while here at ASC will not be allowed to participate. The following process will be used in most situations to assist the child in resolving any problems.

1. The Director will confer with the child to seek an understanding of the child's inappropriate behavior
2. If consequences are necessary, the parent will be notified of the loss of privileges.
3. Continued inappropriate behavior will be addressed at a conference with the child, parent and the director.

The Principal and the Counselor may be consulted at any time by the Director, and may be included in conferences.

Licensing

ASC operates under the guidelines and regulations of the Kentucky Cabinet for Children and Families. Our license must be renewed annually. The visit is unannounced, we are reviewed in these areas: general administration and records, staffing, staff/child ratio, physical facilities and equipment, health and safety regulations.

Payment of Care Fees

Payment of care fees is due the last day of each week. The fee is due whether your child attends ASC or not. There is no adjustment for an absence from ASC, for illness, vacations or other times you do not send your child to ASC. The fee schedule has been set in anticipation of our overhead, and we cannot make exceptions to this rule. If your personal pay periods do not permit you to make weekly payments, other arrangements can be made thru the Director.

Reserving your Spot

If a personal situation should arise, where your child needs to not attend ASC for a short period of time, please contact the director.

Late Pick Up Penalty

ASC closes promptly at 6:00 p.m. You will be charged \$5.00 from 6:01-6:05, then \$1.00 per minute after that. Please have a dependable back up system in place, if you cannot get to ASC by 6:00 p.m. We understand that sometimes there are situations beyond anyone's control.

Dress Code

The program has access to several different play areas. Because the children will play hard and will get dirty, they may bring a change of clothes in order to keep their uniforms in good repair. Be sure to label all clothing.

Personal Items

Personal items can be brought only on special days. Staff will let children know when these days are. Please make sure all items are marked. Please make sure that clothes are school appropriate. No short shorts or tight leggings.

Snacks

A snack is provided by ASC everyday. Any child not present during snack time because of an extracurricular activity will be served a snack when the return to ASC. The snack will consist of a healthy range of foods that meet the guidelines of the state.

Homework

There is time allowed daily for homework. The 1st thru 8th graders have time Monday – Thursday. If a student does not have homework, they are expected to have a book to read. Proper behavior will be strictly enforced during homework time.

Illness

A child who is ill will not be allowed to stay at After School Care. The child needs to be fever free for at least 24 hours before returning to ASC. The parent or guardian will be contacted and asked to pick up the child as soon as possible.

Medication

All medication must have the child's name on it. Medication will be dispensed according to the instructions on the authorization form. NO MEDICATION will be given to a child without a completed form on file. A completed form must be filled out for each day. One form is included in this handbook. Additional forms are available in the ASC office.

Daily Sign Out

Children must be signed out each day by a parent or other authorized adult. Anyone unknown to staff will be required to present a picture ID before a child is released to them. A note is required your child will be leaving early from ASC for an activity. The note needs to state the activity and the name of the person picking up your child. That person will need to sign your child out before he/she is allowed to leave. If your child is in an activity immediately following the school day and is coming late to ASC, the person in charge of the activity must see that your child gets signed in when he/she arrives. This procedure is off course, for the safety of the children.

Extracurricular Activities

All children participating in after school activity MUST have a completed activity form on file at ASC. The form should be completed for each activity, one form is included in this handbook, and additional forms are available in ASC.

Dear Parents,

If your child will be participating in any after school activities on a day they are scheduled for after school care please complete form below and return as soon as possible. If your child's activity starts while in ASC we will make sure they get to the activity at the scheduled time.

Jennifer Williams
ASC Director

Extracurricular Activities

Name of child _____

Activity _____

Location _____

Days of week _____

Beginning time _____

Ending time _____

I understand and hereby give St. Aloysius After School Care permission to release my child to activity. The After School Care is not liable for my child's injuries, loss, or other claims arising or resulting from this activity.

Parent Signature

Days After School Care will be closed for the
2016-2017 school year

Sept. 5- Labor Day

Oct. 6 -10- No School

Nov. 23 - 25- Thanksgiving Holiday

Dec. 16 - No After School Care Early
Dismissal @ 12:00

Dec. 18 - Jan. 2 Christmas Holiday

Jan. 16- ML King Holiday

Feb. 9 - 13 No School

March 3- No School

April 3-7 Spring Break

May 5- Derby Eve Holiday

May 31- Last Day of After School Care

St. Aloysius After School Care Daily Medication Release Form

Medication for _____

Parents please fill out _____ Staff to fill out _____

Date _____ Date _____

Time(s) to be given _____ Time(s) to be given _____

Name of Medication _____ Medication (from bottle) _____

Compare to form filed out _____

By parent _____

Dosage: _____ Dosage: _____

Signature of parent _____ Signature of staff _____

Parent _____

comments _____

Return This Portion to Parents _____

Parent Name _____

Child's name _____

Date _____

Time medication was given _____

Dosage: _____

Comments: _____

Fee Schedule 2016-2017

Annual Registration per family \$50.00

Grades K-8
(2:45-6:00)

1 day = \$28.00

2 days = \$42.00

3 days = \$49.00

4 days = \$58.00

5 days = \$65.00

***Drop in rates \$28.00

***There will be a \$5.00 weekly discount for each additional child in a family.

On weeks that have days when we are closed, you will just pay the rate for the number of days we are open.

Example: School is closed 2 days one week, only pay the 3 days rate. (If you usually attend 5 days a week.)