

# **St. Thomas Catholic School Aftercare Program Handbook Catholic Diocese of Peoria 2019-2020**

**Mission Statement:** St. Thomas Aftercare program is designed to assist parents and children of St. Thomas School families by providing after-school care in a nurturing environment with the philosophical and spiritual framework of St. Thomas Catholic School during after-school hours.

**Pastor:** Fr. Keith Walder

**Principal:** Mrs. Lisa Doughan

**Phone:** (217) 684-2309

## **Hours:**

**School Days:** Monday-Friday 2:45 p.m. to 5:45 p.m.

**Early Dismissal Days:** Monday-Friday 11:45 a.m. to 5:45 p.m.

- The program is in session August through May and begins on the first day of school.
- The program ends on the last full day of school in May/June.
- There will be **NO** Aftercare on “No School” days. Those days include snow days, holidays, Thanksgiving break, Christmas break, spring break, in-service days, or any other day during which instruction is not provided.
- There will be **NO** Aftercare on days when there has been an early dismissal due to an emergency closing of St. Thomas School.
- There will be **NO** Aftercare on Grandparent’s Day, the Friday before our Pancake and Sausage Breakfast fundraiser, and Fun Day.

## **I. General Information**

### **Structure**

- Supervised, quiet study/homework time is provided.
- Activities such as arts and crafts, board games, online games and learning programs, physical recreation, group projects, free-choice activities, and individual tasks are provided.
- Snacks are provided each day.

## Staff

Competent, responsible, and trained staff plan and supervise the Aftercare program. The staff-student ratio shall be adequate to ensure proper care for the children in the Aftercare program and shall not exceed the teacher-student ratio mandated by the state of Illinois.

## II. Policies and Procedures

### Enrollment

- Children participating in the Aftercare program must be students of St. Thomas Catholic School in grades K-8.
- Siblings of St. Thomas School students are also eligible to participate in Aftercare if they are at least kindergarten age or older and have registration, medical, and emergency information forms submitted to the St. Thomas School office.
- Registration, medical, and emergency information forms are available in the St. Thomas School office.
- Children will be accepted into the Aftercare program on a first-come, first-served basis.
- Each school year, a non-refundable \$10.00 per family registration fee must be received on or before the first day of school for purposes of determining available slots in the Aftercare program.
- A child who needs full-time care (4-5 days a week) is given priority over those requesting part-time participation (3 days or less a week).
- If a child cannot be included in the Aftercare program due to full enrollment, the child will be placed on a waiting list. The wait-list children will be placed in the program on a first-come, first-served basis, subject to priority for full-time care (4-5 days each week).
- If the number of children on the wait-list is sufficient to warrant additional Aftercare providers, every effort will be made to add additional care providers to the program.
- At this time, and to ensure adequate care is provided to all program participants, drop-in/drop-off care cannot be accommodated due to staffing requirements mandated by the state of Illinois.
- Similarly, guests, non-enrolled siblings of children enrolled in the Aftercare program, and St. Thomas School students not enrolled in Aftercare may not attend the program, nor may they be present during activities sponsored by the Aftercare program, including but not limited to, recreation in the gymnasium and/or on the school playground during Aftercare hours.
- If a child is scheduled for Aftercare on a particular day, it is the parents' responsibility to notify the school office (217-684-2309) before 2:30 p.m. of that day if there are **any changes** in the child's attendance for Aftercare.

## **Payment**

- The rate of payment for **full school days** shall be:
  - \$10.00 per day for (1) child; \$15.00 per day for (2) children; \$20.00 per day for (3) or more children
- The rate of payment for **half school days** shall be:
  - \$18.00 per day for (1) child; \$26.00 for (2) children; \$35.00 for (3) or more children
- A late fee of \$1.00 per minute will be assessed for each minute after 5:45 p.m. a child remains in Aftercare.
- Payments shall be made through the parent's online FACTS account.

## **Quick Pick-Up Option**

To the extent that capacity in the Aftercare program permits, Quick Pick-Up arrangements may be available.

- The Quick Pick-Up option is for a child who will be picked up no later than 3:30 p.m. on full school days or 12:30 p.m. on half school days.
- If the child cannot be picked up by 3:30 (full school days) or 12:30 (half school days), the regular Aftercare program daily rates will apply.
- Fees for participation in the Quick Pick-Up option will be:
  - \$5.00 per day for (1) child; \$8.00 per day for (2) children; \$10.00 per day for (3) or more children each day
- Participation in the Quick Pick-Up option is subject to all other terms of the Aftercare handbook, including but not limited to, the \$10.00 non-refundable registration fee and advance scheduling requirements.

## **Sign In/Sign Out**

- Aftercare staff members will sign students in each day as they arrive for Aftercare.
- Parents are required to sign children out each day upon departure. Those persons authorized to pick-up your child must do the same. Anyone unfamiliar to staff may be asked to present identification.
- Students will be released only to parents or other adults as specifically authorized, in advance and in writing, by the parents.
- Upon arrival of the parent or other authorized adult, Aftercare staff members will not be responsible for any further care for that student on that date unless specific arrangements are made in advance and in writing.
- Once a student is signed out of the Aftercare program for the day, they may not return until the following day's session.
- A written and signed authorization by the parent must be on file with the Aftercare program indicating that a child may leave the Aftercare program on their own to attend a school-sponsored event. The authorization must state the specified time and date of departure and return to the program.

## **Snacks**

Snacks are provided for Aftercare participants. If your child has any food restrictions or allergies, please indicate this information on the Medical Information form.

### **Lunch on Early Dismissal School Days**

Children are responsible for bringing their own lunches on early dismissal days.

### **Playground**

- Every child, unless excused by reason of health, is expected to participate in organized games with the other children in the Aftercare program.
- In inclement weather, all children will remain indoors.
- If snow is on the ground, children are to wear boots or have a change of shoes available.
- In winter weather hats, gloves, and scarves are highly recommended.
- Throwing rocks, sand, snowballs, or other similar items is strictly forbidden.
- Wrestling of any kind is not allowed.
- The same behavior expectations exist during the Aftercare program as exist during the school day.

### **Phone Calls**

Aftercare staff members and children will not be called to the phone during Aftercare hours unless there is an emergency. The school phone system will ring throughout the building in the event that the school office is closed prior to the close of the Aftercare program. Parents should call 217-684-2309 to notify staff of last minute changes in scheduled pick-ups.

### **Injuries**

Any student injured in the course of Aftercare should report the injury immediately to an Aftercare staff member. If the injury is not serious, an Aftercare staff member will inform the parent at the time of pick-up so that additional attention may be given at home. In the event of a serious injury, an Aftercare staff member will contact parents immediately in accordance with instructions provided on the emergency information sheet. An accident report will be completed and kept on file in the St. Thomas School office.

### **Emergencies**

The safety of the children in the Aftercare program will be ensured through drills and explanation of precautionary measures to be followed in the event of disaster or imminent danger.

### **Emergency School Closing**

When unforeseen closing of St. Thomas School is necessary, there will be **NO** Aftercare provided. Children will be dismissed with all St. Thomas School children pursuant to normal dismissal procedures.

### **Termination from Aftercare Program**

Participation in the Aftercare program is a privilege, not a right. Thus, termination of a child from the Aftercare program shall occur for any of the following reasons:

- Failure to pay Aftercare charges in a timely fashion
- Failure to observe Aftercare rules for arrival and departure of a child
- Failure to observe Aftercare policies and procedures
- Inability of the Aftercare program to adequately meet the needs of an individual child

### **Incorporation of Parent/Student Handbook**

Except as otherwise noted herein, the *St. Thomas Catholic School Parent/Student Handbook* is incorporated by reference herein for all other provisions applicable to Aftercare, including but not limited to:

- Discipline
- Illness/Medication/Medical Information
- Internet Usage
- Non-Discrimination
- Privacy
- Student-to-Student Harassment