

ST. TERESA OF AVILA CATHOLIC SCHOOL AFTER SCHOOL PROGRAM HANDBOOK

PHILOSOPHY/GOALS

As a Catholic parochial school, St. Teresa of Avila, is committed to the Catholic-Christian education of youth. The school strives to educate the whole person by fostering the spiritual, oral, creative, physical and intellectual potential of each student in a Christ-centered environment. St. Teresa of Avila Catholic School "After School Program" offers extended care for students whose families elect to take advantage of this service with the intent of providing students and parents convenient, low-cost child care in a Christ-centered educational setting.

The After School Program strives to construct an enjoyable atmosphere with varying activities, including vigorous play, homework time/assistance, and indoor and outdoor games. The children are provided with a time for snacks.

ADMISSION POLICIES

The After School Program is located in the cafeteria; consequently space is a premium and we may have to restrict the number of participants accepted. Children currently enrolled have first choice when re-enrolling for the following school year. Interested St. Teresa School families then fill any vacancies. Once capacity is reached, student's names are placed on a waiting list. Only St. Teresa of Avila Catholic School students are accepted into the program.

Participation in the After School Program is a *privilege*. Be advised that children must obey the rules and regulations in order to continue in this extended care program.

Each Wednesday beginning in late September and extending through May, St. Teresa of Avila Catholic School is host to the parish's CCD program. We encourage *early pick-up* on these Wednesdays and ask your patience with the traffic overload on Richmond Avenue during CCD hours.

FEES: ALL CHILDREN PICKED UP AT OR AFTER 3:16 P.M. WILL BE CHARGED.

Regular Days	\$8.00 per child per day \$15.00 for 2 children per day \$21.00 for 3 or more children per day
Minimum Days	\$14.00 per child per day \$19.00 for 2 children per day \$26.00 for 3 or more children per day

PAYMENTS

Statements will be mailed by the 5th of the month for the preceding month's program usage. Payments are due the 30th of the month. Payments must be made to the school office, not to After School Program Personnel. A \$25.00 fee will be charged each time a payment is not made on time.

Parents will be asked to make other after school arrangements for their child/children if fees are 60 days in arrears.

PROGRAM

3:00 – 3:15 P.M.	Students assemble in cafeteria
3:15 – 3:45 P.M.	Snack
3:45 – 4:15 P.M.	Outdoor play (weather permitting)
4:15 – 4:45 P.M.	Homework/Quiet time
4:45 – 5:15 P.M.	Indoor/Outdoor games
5:15 – 5:30 P.M.	Clean up and release to parents

Parents: Blocks of 45 minutes (K-3rd) and 1 hour (4th-8th) are provided to insure your child has time for homework. Your child is expected to come to ASP prepared with his/her assignment book, notebook paper, pens, pencils, etc. Children will not be released to go back to their classrooms. A teacher must always be present for your child to enter a classroom. Please encourage your child to be responsible and to come to ASP prepared.

Children are expected to do their homework during homework time. Staff is available to answer questions and help students with problems. Since all students are working, quiet time is observed. Individual students must respect the needs of the whole group and behave considerately during this time.

If and when your child finishes all his/her homework assignments, a favorite book is a great idea for quiet reading until homework time is over. Younger children are encouraged to look at picture books or draw quietly.

SNACKS

A snack is to be brought by each child. Snacks may not be shared between students due to the possibility of allergic reactions. On minimum days two snacks may be brought, as well as a lunch and drink. Milk will be provided for the After School Program students (with milk tickets) only on minimum days. Students without milk tickets can purchase milk for 40 cents. Snacks should always be nutritious. **Soda and candy are not permitted.**

DAILY RELEASE

Parents must sign out their child each day (time & signature). A written permission slip must be sent if someone other than the parent will be picking up the child. The individual designated to pick-up/sign out a child must be at least 18 years old. Be advised that anyone not recognized by our staff will need to produce a photo ID. This is done to ensure the child's safety, which is our first concern.

This program ends promptly at **5:30 p.m. each day**. Parents who pick up their child/children between 5:30 p.m. and 5:45 p.m. will be assessed an additional \$10.00 for that day **per child**, the first time this occurs. A \$15.00 **per child** assessment will be made the second time the parent arrives between 5:30 p.m. and 5:45 p.m. The third time this occurs the students will not be allowed to return to the ASP until the parents have met with the school principal, who will determine if permanent removal from the program is necessary.

PARKING

The parking rules outlined in the St. Teresa of Avila Catholic School Parent/Student Handbook also pertain to the After School Program. Please remember these are rules not guidelines. Parents are never to park in the *red fire zones or block residential driveways*. The door on the north end of the main building will be left unlocked for parents to enter and pick-up their children in the cafeteria. Do not attempt to access the After School Program through the school office. The office closes at 3:30 PM. Parents may park on Richmond Avenue or Fifth Street.

STUDENT BEHAVIOR / DISCIPLINE CODE

The Student Behavior Rules and Regulations contained in the St. Teresa of Avila Catholic School Parent/Student Handbook is in effect for the After School Program. The After School Program staff will work with parents to solve student behavior problems. If behavior problems do not stop, the principal will be notified. Repeated/serious behavioral problems will be cause for student removal from the After School Program. The principal will make this determination.

MINIMUM DAYS

The first Friday of each month is a minimum day. Please refer to the school calendar for other minimum days scheduled for the school year. On these days two snacks as well as a lunch should be brought. Milk is available on minimum days only, either with a milk ticket, or for sale (40 cents).

HEALTH & SAFETY

The After School Program staff must be alerted to any health-related conditions/needs of the child. Parents must provide a written note containing instructions for dispensing prescription medicine; it must be in a container with a doctor's prescription. If a child is subject to headaches or has some other frequent need of an over-the-counter medicine, parents must bring the medicine to the school office with the appropriate medicine card attached. Any medical procedure requiring special techniques must be demonstrated to the After School Staff by the parent.

EMERGENCY PROCEDURES

The fire exit procedures are clearly posted in each of the school's classrooms. The After School Staff will conduct fire drills with the students at least once a month.

SINGLE PARENT / OTHER RELATIVE CONSIDERATIONS

The After School Program staff must be alerted to any special concerns regarding custody, visitation, etc. **Court orders must be placed on file with the school office if a parent is restricted from contact with a child.** When the Parent Agreement Form is completed, the parents must indicate the names of **all persons** who are authorized to sign out a child from The After School Program. Confidentiality is maintained.

SCHOOL'S RIGHT TO AMEND

The program reserves the right to amend this handbook for just cause. Parents will be promptly notified in writing if changes are made.

**ST. TERESA OF AVILA CATHOLIC SCHOOL AFTER SCHOOL PROGRAM
PARENT(S) SIGNED AGREEMENT**

Students may not attend the After School Program until this agreement is signed and returned to the school office where it will be on file. A copy of this agreement will also be retained by the ASP coordinators.

My child/children will be attending St. Teresa of Avila Catholic School (After School Program) (check appropriate times)

Full time _____ Part-time _____ Drop-in on minimum days _____

Name of student/students _____

I understand that in order to have my child/children enrolled in this After School Program, I am signing that I have read and will comply with the St. Teresa of Avila "After School Program" rules and regulations as outlined in the preceding handbook. The school may terminate ASP program service if my account is **60 days in arrears** or if my child/s behavior is unacceptable and is detrimental to the other children in the program or if I am consistently late in picking up my child/children. The principal is the person responsible for making the decision to terminate enrollment in ASP.

Parent/Guardian Signature/Date Home Phone Work Phone

Parent/Guardian Signature/Date Home Phone Work Phone

TWO EMERGENCY CONTACTS ARE REQUIRED

1st Emergency Contact **Home Phone** **Work Phone**

2nd Emergency Contact **Home Phone** **Work Phone**

Please list below the individuals other than the above signed guardians allowed to pick your child up. Please note that we will not allow a child to be picked up by anyone not listed unless we have it in writing and signed by the parent/guardian.