

Saint Paul Catholic School
After School Care Program
Parent Handbook
2017-2018

Mrs. Jane Scupham
Principal
(219) 462-3374

Mrs. Dawn O'Shea DeVore
ASCP Coordinator
(219)616-4436

Dear Parents and Students,

Welcome to the Saint Paul Catholic School After School Care Program! In choosing Saint Paul Catholic School for your son or daughter, you have demonstrated a commitment to the values and philosophy of a Catholic education. This same commitment is anticipated as you enter into a partnership with the Saint Paul Catholic School After School Care Program.

The After School Care Program Handbook reflects the policies of our program for the current school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of the Saint Paul Catholic School After School Care Program. Failure to uphold this agreement may result in your child's termination from the program.

The staff of the program looks forward to working with you to promote a positive experience for both your child and you.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Blessings on you and your family,

Mrs. Jane Scupham

Principal

Mission Statement

It is the purpose of the Saint Paul Catholic School After School Care Program (ASCP) to provide a safe and structured program for the children of Saint Paul Catholic School. To pray, learn, play, and foster relationships outside of the comprehensive classroom. Children will be cared for in a Christian environment under the supervision of adult caregivers. This service is provided as a convenience for the parents, as well as a service, to the Saint Paul Catholic School community.

Welcome and Introduction

We want your child to be relaxed in a comfortable, safe setting that is enhanced by stimulating activities. Hopefully, a warm home-like environment will prevail. Good common sense by our staff will dominate the day-to-day routines. Your cooperation with the policies and procedures that have been developed to make this program a worthwhile experience for your child is greatly appreciated and encouraged. It is your child's well-being that has the highest priority.

Eligibility and Hours of Operation

The ASCP is limited to students of Saint Paul Catholic School in grades K-8. The ASCP will operate every day that the school is in session from 2:45pm to 6:00pm. The ASCP will NOT be in session on snow or emergency closing days. Tardiness at the 6:00pm closing time will be penalized. It is the policy of Saint Paul Catholic School that once a child leaves school property, that child is no longer the responsibility of Saint Paul Catholic School. Therefore, once a child leaves school property, that child cannot use the ASCP on that given day.

Financial Obligations

2017-18 Fee Schedule

Registration	\$35.00 per Child
One child.....	\$5.00 per hour
Two children.....	\$6.00 per hour
Three or more children.....	\$7.00 per hour

Payments

- Payment is due in advance of the service.
- After School Care Forms are due with payment in the office by Friday for the upcoming week. As with most of our procedures, we will provide a designated envelope and appreciate the use of them.
- Fees will be charged based on the hours requested plus any additional time that may incur. The minimum hours are 1.25, basically the 2:45-4:00 time slot. The remaining hours are rounded up to the next FULL hour (i.e. 4:14pm pickup will be charged until 5:00pm.)
- Pickups after 6:00pm will be charged \$1.00 per MINUTE, per CHILD.
- Envelopes and statements will be returned to you on Monday and include the usage and payments through the previous Friday. Your balance should be at least \$0.00, or it could be a negative number if you have paid ahead. If you owe something, PLEASE send the payment in with your next schedule.
- Payment may be made in cash or check to Saint Paul Catholic School.
- Chronic lack of payment will result in the termination from the program.
- The school reserves the right to hold report cards and other academic records for students with an outstanding balance for the After School Care Program.
- There is a \$25 return check fee for any check made payable to Saint Paul Catholic School that does not clear the bank.

Unregistered Spontaneous Attendees

A fee of \$13.00 per day will be charged for any child who is an “unregistered spontaneous” attendee of the After School Care Program. This includes a student who is left at school for more than 15 minutes after dismissal.

If a student has attended on an “unregistered spontaneous” status more than 3 times in one school year, the registration fee of \$35.00 per child will automatically be charged to the family.

After 6:00 pm Penalty

Students who are not picked up by 6:00 pm will incur an additional charge of \$1.00 per MINUTE per CHILD. If students have not been picked up by 6:30 pm, the Coordinator will call the Valparaiso Police Department to pick up the child and transport them home. Be advised that this action may result in a parent being reported for child neglect. If you are late more than 3 times per quarter, your child will no longer be able to attend the ASCP.

This is a harsh fee, but again we ask for your consideration and cooperation to ensure that no one abuses the rules of the program. We understand that unforeseen things happen, so please contact the ASCP if you will be late.

Behavior

The rules and regulations of the ASCP will follow the policies and procedures of Saint Paul Catholic School that are set forth in the school’s parent/student handbook. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students’ sense of appropriateness will indicate to them. The coordinator will

set the everyday rules that are needed to ensure safety and success of the program. If any serious problems arise, the Coordinator will notify parents. Continued inappropriate behavior will result in termination from the program.

Daily Schedule

The coordinator will be responsible for determining the daily schedule. The schedule will include homework time, snack time, play time and craft time. Outside activities will be encouraged throughout the year. Make sure your child is appropriately prepared.

Snack

A snack and drink will be provided daily. Please notify coordinator if your child has any food allergies. No candy is allowed at snack time. If your child is a picky eater, please send a snack with your child for After School Care Program snack time. NO peanuts or peanut products allowed at the ASCP.

Personal Toys/Electronic Devices

The After School Care Program provides toys, games and outdoor equipment for the children's use. NO personal items may be brought to the After School Care Program. Cell phones and electronic devices (i-pads, i-pods, etc.) are not allowed. Children participating in the After School Care Program at no time should be making calls, texting, taking photographs, playing games, listening to music or watching videos on their electronic devices. Personal items may be confiscated and returned to parents at the end of the day. If your child is a repeat offender, the item may be taken and not returned until the end of the year.

Office Records

Since the After School Care Program utilizes the school data base, Parents/Guardians are requested to notify the school office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and /or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Illness, Injury, and Medications

All health regulations as set forth in the Saint Paul Catholic School Parent/Student Handbook are in force for the ASCP. Those guidelines along with the judgment of the coordinator will be followed.

Illness

For the children who become ill while at the ASCP, parents will be contacted and the child will be sent home for the following reasons:

- Oral temperature of 100 degrees or greater
- Vomiting
- Uncontrolled or persistent cough
- Impetigo/Ringworm
- Lice
- Complaint of severe pain
- Conjunctivitis/Pink Eye
- Nose bleeds

Medications

Medicine of any kind requires parents to sign the “Medications Authorization” form available in the school office. It is the parents’ responsibility to notify the coordinator of any medicines that need to be given out during ASCP. Children are

not permitted to have medicine unless parents make prior arrangements with the school and coordinator.

Absence Policy

You will not be charged for sick days or other absence days if you notify the coordinator of your child's absence before 10:00am. Please make sure to contact the coordinator directly, as the school office will not be responsible for passing on messages. Non-notification of absence will result in a charge of that day's fee.

Sign Out Procedure

Attendance will be taken daily to account for the child's presence at the ASCP. The responsible adult who is picking up the child must sign a daily sign out sheet and also indicate the time of pick up. This allows for proper documentation for fees and charges. A child will not be released to an individual whose name is not on the release form. Parent/legal guardians must provide written permission for their child to be picked up by a person not on the registration form. People picking up your child must be 18 years or older.

Location for Pick Up

When picking up your child, please use the door nearest the school library, Door #2. Please park in the front parking lot. You will need to ring the doorbell in order to be admitted. A call to the coordinator's cell phone stating that you are in need of admittance may be needed. The doors will always be locked. Please be patient—the coordinator or assistant will answer the door.

Saint Paul Catholic School After School Care Program

Parent Signature Page

I have read the 2017/18 Saint Paul Catholic School After School Care Program Handbook and agree to follow the policies and procedures as stated.

FAMILY NAME _____

Parent signature

Date

Parent signature

Date

Signed form due to After School Care Program coordinator or the school office before a student may attend the program.