

Holy Name of Jesus School

2009 - 2010

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Purpose

The purpose of the After School Program is to provide quality childcare in a safe and nurturing environment. Activities are geared toward social skills, homework help, recreation and physical activities, and Christian character development. Consistent with the mission of the school, this after school service represents a community in which staff and children grow together as a faith community in an atmosphere that fosters love and respect for each person. Parents who work can be assured that their children will continue their after school hours in a Christian atmosphere consistent with their school days.

Location

Social Hall – Monday, Tuesday, Wednesday, and Friday
Secondary Building Rooms 218 – Thursdays and other days when there are scheduled events in the Social Hall.

Daily Schedule

- 3:30 - Snacks, restroom, change clothing (for recess later, weather permitting)
- 4:15 - Homework followed by recess (during September, October, April, and May)
or
 - Recess followed by homework (during November, December, January, February, and March)
- 5:00 - Activity (see below) for those who finish homework early
- 6:00 - Closing

Activities

Some activities that the children may participate in, especially during cold winter months, may include the following:

1. Character and team building exercises and games, which are based in Christian values, scripture verses and stories
2. Conflict resolution and social skills training program
3. Theme based crafts and activities that enrich the studies of other cultures, historical events and current events etc.
4. Reading incentive programs
5. Computer activities

Snacks

Daily snacks will be provided and will consist of fruits, vegetables, breakfast cereal, etc. No peanut butter or peanut butter product will be served. Please do not send an individual snack with your child/ren. However, if you would like to provide a snack for the entire group please feel free to do so. Please notify the ASP staff prior to when you would like to provide a snack.

Staff

Teachers and staff of Holy Name of Jesus School will staff the After School Program hours.

Explanation of Days-In-Session/Not-In-Session

The After School Program provides services from 3:30 until 6:00 pm. The program offers services ONLY on the days Holy Name of Jesus School is open for scheduled FULL days. Services will not be provided on half days, holidays, early dismissals, or any other day Holy Name of Jesus needs to close before 3:00 pm. Note: If school is in session, there will be no After School Program the Wednesday before the Thanksgiving holiday.

Fees

The tuition for the program will be determined each year during the registration period. The After School Program charges a \$50.00 registration fee. This is a one time per child, non-refundable fee. The fee will need to be repaid if a family withdraws a child and wants to re-register.

Program space is provided on a first come first serve basis each year. The program has a limited enrollment. A waiting list will be maintained for the current school year only.

The Fee Schedule for the After School Program is:

First Child: \$10.00 per day (e.g. \$50.00-per week, \$100.00-two weeks, \$200.00-per month, etc.)

Each additional child: \$8.00 per day (e.g. for 2 children \$90.00-per week, \$180.00-two weeks, \$360.00-per month)

There are no refunds for absences. Enrollment must be full time. Payments may be made monthly (by the 1st of the month), biweekly (by the 15th of the month), or weekly but must always remain current. The first payment will be due on August 25 and the last payment will be May 15. Payments may be made by cash or check. All checks should be made out to Holy Name of Jesus and sent to the school office in an envelope marked "After School Program".

Payment is considered past due after three school days of the payment due date. The After School Program reserves the right to terminate services after 30 days of nonpayment or repeated late payments for the services rendered.

The After School Program charges a \$20.00 fee for any check returned for insufficient funds. Any other charges incurred by the program due to a return check will be added to the parent's account.

Late Pickup Fee

There is a late pickup fee of \$1.00 per minute after 6:00 pm. The late fee is collected at that time. Consistent lateness and failure or refusal to pay the late fees can result in the removal of the child from the program.

Attendance

All students will pay to attend full time, although full time attendance is not mandatory. On each day that your child is not in attendance, the After School Program staff must be notified. For the safety of your child, we must know that he/she is not with us; he/she is safely in your care or at another activity. This rule will be strictly enforced. If your child is absent from school for the day, the Health Room Staff will notify us.

Please write a note addressed to “After School Program” and send it to you child’s homeroom teacher if:

- your child leaves early due to illness or appointment,
- your child simply will not be attending that day,
- your child has another after school activity such as football or majorettes, etc.,
- we need to release your child who will be attending an activity and then coming to the After School Program late.

In short, we will take attendance at the start of each after school day and will need to account for each student.

Child Pickup

The following provisions are made for the safe and secure departure of all children and for their release only to authorized individuals.

- All children must leave from classroom or premises.
- Parent, guardian or authorized individual must sign the child out each day.
- Children will be released only to those persons strictly specified on the Family Information Sheet.
- Some form of photo identification and a note sent in advance may be required if the individual is not familiar to the staff.
- If an emergency does arise, a parent must call the program to inform the staff of an alternate individual. Photo ID will be required. The child will not be released to any individual without custodial parental consent. It is vital to keep the program notified of any changes in pickup time or individual in advance in writing.

Discipline

All children enrolled in the After School Program are expected to adhere to all rules, policies, and code of behavior established and stated in the Holy Name of Jesus School Handbook. All children are expected to understand and behave in accordance with any additional rules, policies, or code of behavior established by the After School Program.

- A child may not leave the designated program area without staff approval or parental accompaniment.
- Respect other children, staff, volunteers or any one involved in the program.
- Speak/express ideas in a courteous and respectful manner.
- Respect all program materials and facilities.
- Reimburse the After School Program for lost or damaged material.
- Help develop and maintain a safe and supportive environment for all individuals in the program.
- Observe rules of Christian conduct (willful physical harm done to another and verbal abuse will not be tolerated).

Statement of Consequences

Students receiving three (3) behavior notices per trimester will be suspended from the After School Program for a period of five (5) consecutive after school days. Students who relinquish their responsibilities and violate our codes of behavior must be prepared to accept the

consequences given by the director. The After School Program reserves the right to remove any child from the program temporarily or permanently for serious violations of the code of behavior.

Enrollment File

The After School Program maintains information on each child enrolled in the program. The Family Information Sheet and After School Agreement is required and must be filled out and signed by the parent upon registration and enrollment. Please promptly inform one of the program directors of any changes in information (change of address, phone number, allergies, etc).

Medication

Representatives of the After School Program are NOT permitted to administer medication to a child. It is our policy that the parents administer all medication to their child/children outside the hours their child is enrolled in the program.

Children are NOT permitted to carry medication with them. If a child is injured while in the program, a staff member will notify the child's parent/guardian as soon as possible and in accordance with information in the After School Program Agreement.

Holy Name of Jesus School
After School Program Initial Registration

I/We would like to enroll the child/children listed below in the Holy Name of Jesus After-School Program for the 2009-2010 school year. I/We have enclosed a check for the registration fee of \$50.00 payable to Holy Name of Jesus School with this form.

Name/s of child/children	Grade 09-10 School Year
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Parent/Guardian Name: _____

Address: _____

Home Phone #: _____

Work Phone #: _____

Cell Phone #: _____

Please enclose this form with payment in an envelope marked "After School Program"
Thank you!

**Holy Name of Jesus School
After School Program
Family Information Sheet**

<u>Child/Children Enrolled and Medical Information</u>	
Child's Name: _____	Grade: _____
Allergies: _____	
Child's Name: _____	Grade: _____
Allergies: _____	
Child's Name: _____	Grade: _____
Allergies: _____	
Child's Name: _____	Grade: _____
Allergies: _____	
Physician Name and Phone#: _____	
Preferred Hospital: _____	

<u>Family Information</u>	
1. Mother/Guardian Name: _____	_____
Address: _____	
Employer: _____	
Home Phone #: _____	Work#: _____ Cell #: _____
2. Father/Guardian Name: _____	_____
Address: _____	
Employer: _____	
Home Phone #: _____	Work#: _____ Cell #: _____

<u>Emergency Contact/Pick-up Persons:</u>	
In the case of an emergency where we are unable to contact the parent/guardian please list the names and phone numbers of person/s you would like us to contact.	
Name: _____	Phone#: _____
Name: _____	Phone#: _____
Persons to whom your child may be released (other than the custodial parents), without receiving a note or contacting you. I understand that a note and a confirmation phone call (and possibly a photo ID) will be required to release your child to anyone not on this list.	
Name/Relationship: _____	
Name/Relationship: _____	
Name/Relationship: _____	