

ST. JUDE AFTERCARE PROGRAM

GUIDELINES

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Dear Parents,

Welcome to the St. Jude Aftercare Program! We look forward to working with your child/children and you during this school year.

The attached guidelines provide information about our program. It discusses the program in detail including cost of the program, late payment information, electronic/toy use in aftercare, and the discipline plan. Please note the changes to electronic devices/toy use in aftercare. We would appreciate you acknowledging the receipt of these guidelines by signing and returning to school the form below with your first aftercare payment.

If you have any questions regarding the program, please feel free to contact me at any time.

Sincerely,
Martha Buckel, Director

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PLEASE RETURN TO THE AFTER CARE PROGRAM

I/We have read the above handbook and discipline policy for the St. Jude Aftercare Program and follow the guidelines as described.

Family/Child's Name: _____

Parent(s)
Name(s): _____

Parent(s)
Signature: _____ Date: _____

St. Jude School is providing a consistent and quality childcare from 3:15pm to 5:45pm on all days that school is in session according to the approved school calendar with the following exceptions- early release days, day before fall break, day before Christmas break, Harry Potter Night (TBA), day before Spring break, Good Friday, and the last day of the school year. Please refer to the monthly school calendar and weekly newsletter for changes in schedules. IN CASE OF AN EMERGENCY SCHOOL CLOSING, (WEATHER ETC...) THE AFTER SCHOOL PROGRAM WILL NOT BE OPEN.

REGISTRATION

Parents interested in enrolling their child in the program must complete all registration information. Parents must agree to keep information on the registration forms updated as necessary throughout the year. Parents using this program on an occasional basis are still required to complete a registration form. Last minute registration can only be made in an emergency situation by calling the school office. A \$15.00 registration fee will be assessed the first day your child/children attends aftercare. It will be included on your first bill. If this fee is not paid, your child will not be able to attend the St. Jude Aftercare Program.

CONTACTING THE AFTERCARE STAFF

A cell phone is available in the cafeteria in case of emergencies. PLEASE NOTE: THE SCHOOL OFFICE IS CLOSED AT 3:30PM AND THEREFORE THE STAFF CANNOT RECEIVE CALLS AFTER THAT TIME FROM THE OFFICE. IF YOU NEED TO CONTACT A MEMBER OF THE ST. JUDE AFTERCARE PROGRAM, PLEASE CALL 317-358-9093.

PAYMENT PROCEDURE

Payment for students attending the program will be made by check payable to St. Jude Afterschool Program. Fees will be as follows:

1 child	\$9.00 per day or \$45.00 per week
2 children	\$11.00 per day or \$55.00 per week
3 or more children	\$12.00 per day or \$60.00 per week

Payment is to be MADE BY CHECK and sent to the school office in an envelope marked as follows:

Student's Name, Afterschool Care Program, Date

Payments can be accepted by the Afterschool Care Staff. The Afterschool Staff will turn payments into the school office at the end of aftercare each day. Individual accounts will be updated on a weekly basis and will be e-mailed to the parents/guardians of each student. Late notices will be sent via e-mail or with the students if necessary. *If you become more than 30 days past due with your aftercare payments, we reserve the right to refuse your child in aftercare and other arrangements will need to be made for your child. Please do not hesitate to communicate any problems regarding payments with the aftercare director.*

LATE FEES

St. Jude Aftercare Program ends daily at 5:45pm. Fees will be charged for picking up your child late. Late fees are \$5.00 if child is picked up between 5:45 and 6:00pm, an additional \$10.00 (\$15 total) if he/she is picked up between 6:00 and 6:15pm. These fees are due by the end of the week in which the child was picked up late. If it is on a Friday, please send the late fee in on the next school day.

SNACKS

A snack is provided by the staff daily. We serve fruits and vegetables along with peanut free bagged snacks. Juice/water is offered with the student's snack. If you wish to send a snack with your child, it must be eaten at the designated time provided. Please keep in mind that these snacks need to be peanut free. Hard candy and gum are not permitted.

ALLERGIES TO FOOD AND DRINK ARE TO BE NOTED ON THE REGISTRATION FORM.

HOMEWORK AREA

Students may work on homework at any time during the aftercare program in the cafeteria. However, when possible, we do offer a quiet homework area in our library supervised by two of our aftercare workers from 4:00PM until 5:15PM. Students may go to the library with the understanding that it is a silent work time. Students will not be able to ask friends/other students for help with homework. Any homework help needed will be given by the supervising aftercare workers. Computers are also available for the students to do any assigned on-line homework. Students must do their appropriate on-line homework. Any student not adhering to the computer policy or honoring the silent work atmosphere will not be allowed to return to the library for homework.

SAFETY AND EMERGENCIES

IN THE EVENT OF A SERIOUS MEDICAL EMERGENCY, STAFF WILL PHONE THE RESCUE SQUAD AND THE PARENTS. AT NO TIME CAN STAFF MEMBERS TRANSPORT CHILD/CHILDREN.

Children will be signed in daily by the staff. Once they are signed in, they may not return to their classrooms without supervision of the aftercare staff. No St. Jude student will be allowed back into the classroom after 3:30PM. Only those individuals authorized in advance by the parents will be allowed to pick children up. Parents are responsible to provide these names to the staff on the registration forms. Parents need to notify the school office/aftercare staff if different arrangements have been made for their child/children to be picked up.

NO CHILD WILL BE DISMISSED UNTIL SIGNED OUT BY A PARENT OR PERSON AUTHORIZED TO DO SO

If you know that you cannot pick up your child by the 5:45pm closing time, you **MUST** make arrangements with a backup person and contact them as soon as possible. If a child becomes ill, i.e., fever, vomiting, or severe headache, the staff will notify the parent using information on the registration form. If a parent cannot be reached, the emergency person listed on the form will be asked to pick the child up.

SPECIAL NOTES

The staff should be notified when a child is participating in after school activities such as piano lessons, tutoring etc... If he/she is to return to the After School Program after such an activity, he/she will sign in after the activity with an adult staff member. **STAFF IS RESPONSIBLE FOR ONLY THOSE STUDENTS WHO ARE SIGNED IN!** Aftercare is not responsible for any behaviors/actions of students who have **NOT BEEN CHECKED** into the program.

Students who need to leave the program for an activity such as kickball, football etc...will need to be signed out by their parents, coaches, or other authorized adults and escorted to their appropriate activity. Only one (1) parent/coach is needed to sign out students for any extra-curricular activity. Students will not be permitted to sign out without an adult. The aftercare staff will not be delivering students to any extra-curricular activity. Staff will not be responsible for them after they have signed out. Time will be allowed for the students to dress for practice in an orderly way. If they disrupt the activities of the program when they are changing, parents will be notified and other arrangements will have to be made. Students are responsible for their belongings at all times including sports equipment, books, clothes etc...

Children are outside daily (weather permitting) and should be dressed accordingly. The staff reserves the right to ensure jackets, gloves; hats etc.... are left on according to weather conditions. Students not dressed for the weather or students who will not leave their coats on will remain inside. Shoes must be left on at all times. Students are responsible for keeping their book bags and belongings in the area assigned to them.

Due to the increase availability of electronic devices and phones for our aftercare students, we have decided that the use of these devices WILL NOT BE ALLOWED AFTERCARE. If for some reason you need to contact your child/children in aftercare, please feel free to contact us on the aftercare phone at 317-358-9093. We can take phone calls or text messages to relay to your child/children

DISCIPLINE

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and environment provided in the After School Program.

AFTER SCHOOL PROGRAM RULES

1. BE COURTEOUS AND RESPECTFUL TOWARD STAFF AND OTHER CHILDREN
2. BEING TRUTHFUL
3. KEEP HIS/HER HANDS AND FEET TO HIMSELF/HERSELF
4. NEVER LEAVE HIS/HER GROUP WITHOUT PERMISSION
5. FOLLOW DIRECTIONS
6. USE MATERIALS AND EQUIPMENT IN APPROPRIATE MANNER
7. CLEAN UP ALL MATERIALS AND EQUIPMENT WHEN FINISHED WITH THEM
8. FIGHTING IS NEVER PERMITTED.
9. BAD LANGUAGE AND INAPPROPRIATE CONVERSATION IS NOT PERMITTED.

Children will be expected to behave in an appropriate manner which will contribute to a pleasant and enjoyable atmosphere. Children will be expected to treat each other and the staff with mutual respect and to follow rules and regulations. The staff will be responsible for administering appropriate disciplinary procedures which may include time-out and/or exclusion from certain activities for minor offenses. More serious problems will be discussed with parents. A serious problem is the child hampering the smooth flow of the program by requiring constant one-to-one attention, is inflicting physical or emotional harm to other children, is physically abusing the staff, or is otherwise unable to follow rules and regulations of the program. Please review the above program rules with your child/children. If a problem does occur, a discipline report will be sent home. A sample discipline report is as follows:

SAMPLE	AFTER CARE DISCIPLINE REPORT (Copy sent to Principal)	SAMPLE
CHILD'S NAME: _____		DATE: _____

Dear Parent,

In our program, our top priority is to provide a safe place for all children after school has been dismissed. To do this, we must work together to develop the best plan for each individual child. In order to ensure a nurturing and safe environment, we cannot continue to serve children who repeatedly display disruptive behavior. Disruptive behavior is defined as verbal or physical conduct which may include, but is not limited to:

1. Behavior that requires constant attention from the staff
2. Inflicts physical or emotional harm to others
3. Ignores or disobeys the program expectations for acceptable behavior; i.e.-rejecting staff authority, verbal aggression, being untruthful, etc.

Our goal is to work together with both the child and family to address and modify any behavior concerns; however, if a child cannot display appropriate behavior, then he/she may be removed from the program.

Today, your child did not make a good choice by:

- _____ Not following directions
- _____ Being untruthful
- _____ Rejecting staff authority/Disrespectful behavior
- _____ Displaying physical aggression-kicking, hitting, throwing objects, etc.
- _____ Displaying verbal aggression-inappropriate language, name calling, etc.

_____ Leaving assigned area

_____ Other: explain _____

Specific Description of Incident:

Suspension Required from After Care? _____ Yes _____ No (One Week)

Suspension Dates

After Care Director's Signature:

Parent Signature: _____

Date: _____

If you child/children do not follow the program rules, the consequences for this would be as follows:

- After a 3rd written report is received by the parent, the child would have a one week suspension from the After Care program.
- After the 6th written report is received by the parent, the child would have a one month suspension from the After Care program.
- After the 7th written report is received by the parent, the child would be suspended from the After Care program for the remainder of the school year.