

2019-2020 After School Care Program Guidelines

Hours

The After School Care program is held from 3:30 PM to 6:00 PM each day that there is a full day of school. Pre-K students will be walked to the cafeteria by a preschool staff member at 3:30 pm. Students in grades K-3 will be picked up from their classroom at approximately 3:30 pm by an After School Care worker and walked to the cafeteria. Students in grades 4-8 will be dismissed from their homeroom and shortly after dismissal and called over the announcements to the cafeteria for the After School Care program.

While children may be picked up by their parents or guardians any time during the 2 ½ hours, all children must be picked up by 6:00 PM. Parents/Guardians need to park their car and enter the school through the Cafeteria doors and sign their child out of the program each day. In efforts to keep our school safe, the doors to the cafeteria remain locked. You will need to ring the doorbell to the left of the cafeteria door and be admitted by one of the staff. Only adults who have been listed on your Approved Pick Up Sheet will be permitted to sign out your child and take them home.

In the case of unforeseen circumstances when a 6:00 pm pickup is not possible, arrangements must be made, by you, for an alternate adult to pick up your child. This alternate adult must be on your Approved Pickup Sheet. If this is impossible, call the school office at 389-3242 and press 3 for After School Care. If you cannot reach an After School Care staff member, please call the Parish Office at 661-6565.

We will release your child to a coach and walk them to practice in the gym or on one of the St. Ignatius sports fields if you have given us written permission ahead of time to do so. Your note should include the coach's name & field/practice location and time.

Approximate Schedule

3:30 – 3:50 – Snacks** and drink

3:50 – 4:30 – Quiet, independent homework time

Students are strongly encouraged to work on their homework during this time. We will make every effort to give the children any needed assistance with homework. However, it is ultimately your responsibility to see that homework is completed and that the work completed at the After School Care program is correct. If private tutoring is needed, a separate Tutor List is available in the school office.

4:30 – 6:00 - Outside play (weather permitting), or active play in the cafeteria.

Play clothes may be sent if desired.

Fees and Scheduling

After School Care Fee is \$9.00 per day per child. Checks should be made payable to St. Ignatius School. A \$1/minute per child late fee will be charged if children are not picked up by 6:00 PM. Reservations and payment should be made by Thursday of the week prior to needing After School Care. **A completed After School Care Registration Form must be on file before your child will be permitted to stay.** Your payment reserves a spot in the program for your child for the following week. Any unused positive balance will be carried forward to the next week. We will schedule childcare workers based on the number of reservations. A \$25.00 fee will be assessed for any returned checks.

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Operation

The St. Ignatius After School Care program is designed to assist working parents who are not available to pick up their children at regular school dismissal time and do not have other childcare arrangements. The caregivers at After School Care are committed to serving the best interests of the students in the program, which includes providing individual attention, security, and fair treatment for all the children. Opportunities for arts and crafts, games, recreation, snack**, rest time, and homework time will always be available. Caregivers will maintain a comfortable atmosphere that complements the Christian environment of the home and school. We will only accept children enrolled in St. Ignatius School.

Safety

While at the program, all students are expected to respect the safety rules of the school and our program:

1. No student may play outside or anywhere inside the building without direct supervision.
2. No student may be dismissed to an unapproved person.
3. No student may walk or ride bikes home without specific, signed permission from their parents or guardian that has been preapproved by the principal.
4. All school rules and regulations for safety and conduct apply to the After School Program.

** Food Allergies

With the increasing number of food allergy concerns at St. Ignatius, the task for supplying safe and healthy snacks to all students is a challenge. Unfortunately, a child with food allergies will not be permitted to eat the snack being served by After School Care. With this in mind, we are asking if your child has a food allergy of any kind that you please send your child's appropriate snack with them. We will gladly store up to a week's worth of snacks for you in a separate bin (which we can supply), clearly marked with your child's name on it. We will still provide the drink (unless you want to make other arrangements). Water, juice, KoolAid, lemonade, or milk will be available.

Illness and Accident

The After School Care program will have access to and will follow directions given on the Emergency Medical Forms parents have submitted to St. Ignatius School. In cases that appear serious, the caregivers will carry out the instructions given on the Emergency Medical Form and/or call 911. Parents need to have plans for taking their ill children home promptly. Please note the school nurse is not on duty after 3:30 PM. However, if your child should need medication during the After School Care program, please make prior arrangements with the school nurse. If a minor injury occurs, basic "first aid" will be administered on the premises.

Early Dismissal

If the school is scheduled for an early dismissal or if inclement weather requires it, the After School Care program will be closed and not available.

**For additional information, please contact the school office at 389-3242
or email Amy Mueller: amueller@saintschool.org.**

2019-2020 After-School Care Registration Form

Family Last Name: _____

Beginning After School Care on: _____ . (Please list your start date)

Check box if you are planning to use After-School Care **ONLY on an "As Needed" basis**. Please remember: Reservations and payment should be made by Thursday of the week before care is needed.

Name	Grade	Circle the days your child will be attending REGULARLY	Approx pick-up time
_____	_____	M T W H F	_____
_____	_____	M T W H F	_____
_____	_____	M T W H F	_____
_____	_____	M T W H F	_____
_____	_____	M T W H F	_____

Please list any of your child's special needs (allergies, custody, etc...)

_____ (if more space is needed please use the back)

APPROVED PICK UP SHEET

Please print on the space provided the names of the persons (*including parents*) who may pick up this child/children up from After School Care program.

Name: _____ Relationship: _____ cell number _____

Name: _____ Relationship: _____ cell number _____

Name: _____ Relationship: _____ cell number _____

Name: _____ Relationship: _____ cell number _____

Name: _____ Relationship: _____ cell number _____

Name: _____ Relationship: _____ cell number _____

Name: _____ Relationship: _____ cell number _____

I give permission for any adult listed above to pick up my child/children from the St. Ignatius After School Program.

Signature: _____ Date _____