

2023-2024 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 1/2 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.

Safety

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 members, 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. see attached Morning/After Care information from Mr. Vance.

Fees and Scheduling

After School Care Fee is \$9.00 per day per child. This fee will be assessed using our K12 billing system. **If you DON'T have a K-12 Account you will need to create one to receive all billing.**

<https://www.k12paymentcenter.com/>

A \$1/minute per child late fee will be charged if children are not picked up by 6:00 PM. A completed After School Care Registration Form must be on file before your child will be permitted to stay.

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 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 Mrs. McErlane-Miller at 513-389-3242.