St. Timothy Catholic School

After School Care Policies

2016-2017

The goal of this program is to provide a safe environment that allows our students to play, work on homework and stay safe while awaiting their parents’ arrival.

Director: Maria Kremer

Assistant Director: Lauren Hilycord

Staff: Danielle Lense

Administrator: Debra Thomas

Phone Number: 384-1100 ext. 107

Hours: 3:30-6:00

Cost: $5.00 per hour or $12.00 per day. Fees should be sent to school with your child and paid in the school office.

Registration:

To attend the After School Program a student must have a registration form on file. Students may attend any day of the week once they are registered. You may contact the school office for a registration form.

Homework:

Students will be given an opportunity to read and work on homework. Since at this time the program is only for kindergarten and first grade, we will provide projects for the kids to work on and play activities following a brief homework period. Since the children are small, we would like for them to do their homework with their families. The students are not allowed to return to the classrooms for any reason once they have been dismissed to the aftercare staff.

Clothing:

The students may bring play clothes to change into, but they must be able to get dressed independently. Please send appropriate clothing (no short shorts, no tank tops, etc).The students may play outside, even when the weather is cold, so please dress your child appropriately (hats, gloves, coats).

Behavior Management:

The students are to behave as though they are still in school. We expect all students to be respectful at all times. Students will be rewarded daily for their positive behavior through a ticket system (similar to the stoplight system used in the classrooms). At the end of a week they may use their tickets for a drawing to win a prize. Consequences for rules not being followed will consist of a time out and if necessary, talking to the parents. The families will be informed of any serious behavior. Repeated infractions may lead to a conference with the After School Director and the School Administrator.

Technology:

Students may not use personal electronics during the after school program.

Safety:

The safety of the students is our top priority at Saint Timothy After Care Program. After consulting with the Boone County Sheriff’s Department, we ask that you observe the following rules.

1. All people must be prepared to show a photo ID every time a child is picked up.
2. Only Adults who are listed on the After Care Registration/Emergency Sheet will be allowed to pick up students. Please be sure to keep your registration form up to date before sending someone new to pick up your child.
3. ONLY After School Staff Members are allowed to open the door. Please do not hold the door open for anyone, even if it is another parent. NEVER prop a door open and please make sure that the door closes behind you. We will remind the students to never open the door and we ask that you reinforce this with your own child and please do not encourage your child to open the door.

Attendance and Fees:

Students may attend the After School Program on as many or as few days as needed by the family. Prior to attending the After School Program, a registration form must be completed and on file in the school office. If you plan to use the After School Program, you must call the school office before 2:30.

On any day of an early dismissal due to weather or other reasons, the After School Program will not operate. All children must be picked up at normal dismissal of 3:30pm.

Generally, after care fees for any days in a week are expected to be paid in advance. Payment must be received on Monday of each week your child attends. Non-payment will result in your child not being able to attend the After School Program. **Fees may be paid in cash or check and should be sent to school with your child. Cash payments should be sealed in an envelope with the name of the child and the amount written on the outside of the envelope.**

A family may disqualify itself from the After School Care Program by repeated delinquencies in payment or fees or repeated disciplinary issues. This decision on disqualification from the program will be made by the School Administrator.

To reduce the possibilities of misunderstandings, parents should keep their own records of attendance and payments. Requests for attendance fee amounts can be made by calling the school office. Requests for information needed for tax or flexible spending accounts or similar purposes are welcome; any such requests should be made in writing and given to the school office. Please allow sufficient time for gathering and recording the appropriate information.