Saint Timothy Catholic School

Aftercare School Policies

2017-2018

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.

Hours: 2:15-6:00

Cost: $5.00 per hour or $17.00 per day.

**Registration:**

To attend the Aftercare 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. Please fill out a registration form if your child may need to utilize the Aftercare Program for any reason (i.e. traffic).

**Homework:**

Students will be given the opportunity to read and work on homework. We will provide projects for the students to work on and play activities. On Fridays, Students will be allowed to bring electronics devices and use them after homework has been completed.

**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 (hat, gloves, coat).

**Behavior Management:**

Students will be dismissed to the Cafeteria at the end of the school day. They will not be permitted to go back to their classrooms. The students are to behave as though they are still in school. We expect all students to be respectful at all times. Consequences for rules not being followed will consist of verbal warnings and time out. If behavioral problems persist, further action will be taken and a note will be sent home to the parents. The parents will be informed of any serious behavior. Repeated infractions may lead to a conference with the Aftercare Director and the School Administrator.

**Technology:**

Students may not use personal electronics during the Aftercare Program. They may be permitted use of electronics provided by St. Timothy during the program.

**Safety:**

The safety of the students is our top priority at the St.Timothy Aftercare 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 Aftercare 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. Parents/Guardians must sign their student(s) out before they are permitted to leave.

**Attendance and Fees:**

Students may attend the Aftercare Program on as many or as few days as needed. Prior to attending the Aftercare Program, a registration form must be completed and on file in the school office. If you plan to use the Aftercare Program on days not included in your child’s normal schedule, please send a note with your child or call the school office before 1:45. On any day of an early dismissal due to weather or other reasons, the Aftercare Program will not operate. Students should be picked at the end of the day from the back of the school. Please park in the bus loop area and enter through the cafeteria entrance.

The cost is $5.00 per hour or $17.00 per day.

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| **Time of Pickup** | **Cost** |
| 2:30-3:30 | $5.00 |
| 3:30-4:30 | $10.00 |
| 4:30-5:30 | $15.00 |
| 5:30-6:00 | $17.00 |

Generally, After Care fees are expected to be paid in advance or the first week of every month. Non-payment may result in a $5.00 late fee for every month unpaid or your child not being able to attend the Aftercare Program. This decision will be made by the School Administrator. Fees may be paid in cash or check and may be sent to school with your child. Payments should be sealed in an envelope with the name of the child, date, and the amount written on the outside.

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 such information.

Parents are responsible for keeping track of the hours their child(ren) attend the Aftercare Program and are responsible for keeping track of payments.

**Please Sign and return**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree that I am responsible for

    Parent Name(s) (Print)

keeping track of the hours my child(ren) attend the Aftercare Program. I will also be responsible for paying and sending in the Aftercare fees by the first week of every month or in advance.

Parent(s) Signature(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_