



ST. DENIS - ST. COLUMBA SCHOOL

AFTER CARE PROGRAM 2023-2024 GUIDELINES

The St. Denis-St. Columba School After Care Program is designed to provide a service to parents who are in need of child-care after regular school hours. The Program is available every regularly scheduled school day with very minor exceptions. Days when the Program is not available will be communicated on the School Calendar found on our school website at www.stcolumba.net and in Family Newsletters.

GENERAL GUIDELINES

AUTHORIZATION FOR RELEASE

Students may only be checked out of the Program by their parents/guardians. Parents/Guardians may authorize other persons to check out their children in writing. Permanent authorizations for release for the School Year may be designated on the Program registration form. Under no circumstances will a child be released to any unauthorized person. Identification may be requested at any time.

BILLING/PAYMENT OF FEES

Fees are incurred only when the Program is used. Fees incurred for use of the Program are calculated weekly and are typically billed in four-week increments. Invoices will reflect weekly charges. Invoices will not reflect specific days or hours a student was in the Program. Student Time Sheets and Sign-Out Sheets are available for review should a Parent/Guardian have a question about their daily use of the Program. ***Invoiced amounts may be added to a student's Blackbaud Tuition account upon request.*** Please note that students with past due Program accounts will not receive Report Cards until outstanding balances are paid. Parents/Guardians encountering financial hardship should contact the School Office for assistance.

ILLNESS/INJURY

In the case of a student illness or injury, a Parent/Guardian or Emergency Contact will be telephoned immediately. For the safety and well-being of everyone in the Program, a Parent/Guardian or other person authorized for pick-up must check out the sick or injured student as soon as practicable.

CODE OF CONDUCT

All students are expected to conduct themselves in a manner which reflects positively on themselves, their parents/guardians, and the School. The terms of the St. Denis-St. Columba Parent-Student Handbook apply to all school Programs, including the After Care Program. Students whose conduct does not comply with the Parent-Student Handbook may be suspended from the Program at the discretion of the School Principal. Program employees have the authority to discipline any student who participates in the Program.

COMMUNICATION

For questions, concerns, or assistance with the Program, please call the School Office at 845-227-7777.

PERSONAL ELECTRONIC DEVICES

Consistent with the school policy contained in the Parent-Student handbook, students are not permitted to use personal electronic devices while participating in the Program unless specifically authorized by a Program Employee or Faculty Member. Students in violation of this policy will be subject to appropriate disciplinary action. Parents/Guardians wanting to communicate with students must do so through the School Office, the Program phone, or a School Employee. Direct communication with students using personal electronic devices is not permitted unless specifically authorized by a Program Employee.

REGISTRATION

All students must be registered in order to attend the Program. There is a \$20 per child registration fee that is required to register for the Program. Registration forms can be found under the “For Parents” tab on the school website.

WEATHER RELATED/EMERGENCY CLOSURES

If school is closed due to inclement weather or other emergency, the After Care Program will be closed.

AFTER CARE PROGRAM GUIDELINES

ACTIVITIES

The After Care Program provides a number of activities so that students are actively engaged in learning, play or exercise. Students are expected to enter the After Care Room and have their snack and at least a 15-20 minute “brain break”. After this, students are expected to complete their homework prior to any other activities, including outdoor or indoor play, etc. Homework assistance is also available from the adults supervising the program, as well as older students attending the program. Students will have limited access to Chromebooks. They can be used only for homework purposes. Students are expected to abide by the technology guidelines and are responsible for the Chromebooks – for their care, cleanliness, and appropriate use. Students are always supervised and encouraged to participate in all activities including arts and crafts, games, and physical activities. Students are encouraged to engage in supervised activities on the playground or in the cafeteria. A quiet area for study and reading is available for the children to use if they choose.

AVAILABLE HOURS

The After Care Program is available from dismissal until 6:00 p.m. every day, unless communicated otherwise.

COMMUNICATION

For questions or assistance, please call the School Office at 845-227-7777.

EARLY DISMISSAL OF SCHOOL

In the event of an early dismissal of school for inclement weather (or other conditions requiring early dismissal), the After Care Program will not be available for that day. Parents/Guardians will be notified of the early dismissal through the IRIS Alert System. There will be no notifications of the closure made directly by the Program. Consistent with School Policy, students will be sent home on their school buses.

SCHEDULING/UTILIZING AFTER CARE

The After Care Program is available to students on an “as-needed” basis. However, it is necessary to provide advanced notice of intent to use After Care to a student’s teacher. Advance notice is necessary so that the student is dismissed from school into the After Care Program in lieu of taking the bus.

- Scheduled Use of After Care

If a student will be attending After Care on a consistent basis/schedule, it is only necessary to provide the schedule to the teacher once. A Parent/Guardian then only needs to communicate any exceptions/or changes to their regular schedule.

- Daily Use of After Care

A student may attend the After Care Program on any day that is needed. For infrequent/non-scheduled use, a Parent/Guardian must provide a note to the teacher indicating that the student is to attend the After Care Program.

- **Urgent Need**

The After Care Program will be available to our families whenever it is needed. If circumstances should arise where a Parent/Guardian has an unplanned need to use After Care, the Parent/Guardian must call the School Office **before** 2:00 p.m. and receive a verbal confirmation that the student will be placed in the After Care Program. A Parent/Guardian should not presume that communication sent by facsimile or e-mail was received by a member of the Office Staff unless the Parent/Guardian has received a confirmation in return.

- **Enrichment Programs**

Students who attend an After School Enrichment Program may also utilize After Care either before or after the Enrichment Program. Enrichment Program Coordinators or the After Care Program Coordinators will check-in and check-out students who are enrolled in an activity.

FOOD/LUNCH/SNACK

Students are to bring their own healthy snacks. On a half day of school the students are to bring their own healthy lunch. Heating/microwaving is not available. Consistent with the School Policy for cafeteria use, students are expected to clean up after themselves after eating including wiping tables and throwing away trash. Students are expected to sit while eating at the table. NO snacks are provided to students attending after care.

FEES

The fees for After Care are as follows:

- \$8/hour for single student family
- \$14/hour for a two student family;
- \$16/hour for families with three or more students registered for After Care.

All rates are calculated to the nearest half hour. Families are only billed for the time in After Care. The billing period begins at 3:00 p.m.

HALF DAYS

The After Care Program will be available on scheduled early dismissal days. Students are to bring a lunch, snack, and a drink for those days.

LATE PICKUP FEE

It is very important that parents understand that to provide a safe environment for the children, certain staffing requirements must be met. Therefore, if your child is not picked up by 6:00 p.m., an additional ten dollars every fifteen minutes will be assessed. It is understandable that emergencies do arise that might make it impossible to pick up at the scheduled time. Every effort must be made by parents to notify the School Office immediately at if such a case occurs. If a pattern of continuous late pickups occur, the matter will be addressed, and the family will have to make other After Care arrangements.