



# St. Edward School

## After School Care Program

### 2019-2020 School Year

- Time:** 3:00-5:30 p.m.  
Students not picked up by 3:05pm will be sent to After Care until their parent arrives and charged for After Care services. See below for cost.
- Place:** Music Classroom
- Pick up:** North door of school, first classroom on the right
- Procedure:** There will be an adult supervisor with the children at all times. They will have opportunity for drink and snack. If the weather is nice they will be able to go out and play. The supervisor will be able to help with homework. Students will play games, build with Legos, and other activities will also take place. Mrs. Cowart will oversee the program.
- Cost:** **After Care will use a prepaid punch card.** The cost of After Care will be \$2 for each 1/2 hour your child is there. For example, if you pick up your child at 3:35 pm you will owe \$4 for that day. At pick up you will need to bring your punch card or purchase a new one. We will not be keeping track of how many punches you have left on a card so it is important to keep your card in a safe place. Early release days will work differently between the hours of 11:30am and 3pm. All students staying on early release days will need to bring their own lunch because there will not be Hot Lunch on these days. The cost for these hours will be \$2 per hour. Then from 3pm-5:30pm the cost goes back to \$2 per half hour. **For early release days when no After School Care is provided, a \$10 charge per student will be applied if the student is not picked up by 11:35 am.** A \$10.00 charge per student will also be applied when a child is picked up after 5:30 p.m. on regular days. After the second occurrence, the After School Care privilege will be revoked.
- Registration:** The registration fee is \$25.00 per family and applies to both set schedule and drop-in programs. Registration materials can be picked up in the office or sent home upon request and are also found on the school website. **All students that utilize After Care will be charged the registration fee regardless of number of times after care is used. Students not registered that stay in After Care will be charged \$10 per ½ hour until the registration fee is paid in full. This includes late pick ups after 3:05pm at the end of the school day.**
- Days of Operation:** The program will begin with the first full day of school and conclude on the last full day of school. After School Care is offered on some Early Release. Check the school calendar for exact dates After Care is offered.
- Before Care:** The building will be open at 7:15 a.m. for Before Care drop off. There is no charge for Before Care drop off. Before care is held in the PreK-3 year old classroom.



## St. Edward School—After School Care Program Behavior Code of Conduct

The goal of the After School Care Program is to promote positive behavior and treat all children equally. Staff will attempt to avoid discipline problems by planning activities that are fun and educational and by arranging the play spaces appropriately.

Clear rules will be set. All of the children are expected to follow all of the following rules and the rules that are posted at the site. Because the children are aware of the rules, if they choose not to follow them, they also choose to have staff implement the behavior code of conduct. Each situation will be handled on a case by case basis.

### Expectations

1. Respect one another—encouraging others rather than putting them down.
  - a. Do not use offensive or negative language
  - b. Respect each other's personal space
  - c. Show good sportsmanship and follow all the rules to all games played
2. Respect the staff—ask permission
  - a. Address the staff by name only
  - b. Trust the staff to make good decisions
  - c. Follow directions
3. Respect the environment—always use equipment and furniture for the purpose it was designed.
  - a. Walk, do not run inside the building
  - b. Report all broken equipment immediately
  - c. Care for our outdoor and indoor surroundings

### Implementation of the Code of Conduct

- 1<sup>st</sup> Occurrence: The child will be taken away from the situation, the behavior will be identified and its inappropriateness will be addressed. The child will be informed of the consequences if this behavior continues.
- 2<sup>nd</sup> Occurrence: Parents will be contacted within 24 hours of the incident
- 3<sup>rd</sup> Occurrence: Parent will be contacted immediately and asked to pick up their child from the program immediately. A one day suspension will be implemented.
- 4<sup>th</sup> Occurrence: Parents will be contacted immediately and asked to pick up their child from the program immediately. A one week suspension will be implemented.
- 5<sup>th</sup> Occurrence: Parents will be contacted immediately and asked to pick up their child from the program immediately. The child will be removed from the program.

\*\* Certain behaviors will be punishable by skipping directly to steps 3, 4 or 5.

\*\*\* In cases regarding disciplinary action, program refunds will not be given.



# St. Edward School—After School Care

## 2019-2020 Registration

Name of Child 1: \_\_\_\_\_ Age: \_\_\_\_\_

Name of Child 2: \_\_\_\_\_ Age: \_\_\_\_\_

Name of Child 3: \_\_\_\_\_ Age: \_\_\_\_\_

Phone: \_\_\_\_\_

Emergency contact: \_\_\_\_\_

Please include a check for \$25.00 made out to St. Edward School, or cash, with your registration.

### Schedule for After School Care Program:

Please include anticipated dates and times you would use the After School Care Program.

Monday	Tuesday	Wednesday	Thursday	Friday

Comments:

Parent Signature: \_\_\_\_\_

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Office use—

Registration fee paid    Date: \_\_\_\_\_ Cash \_\_\_\_ Check (#) \_\_\_\_\_