



Saint James
Catholic School

Saint James After School Care Program Handbook

The St. James After School Program is a ministry of the St. James Church and School. It is open to all members of the St. James Parish. Our goal is to provide a safe clean environment for your children. We are very excited you have chosen us as your childcare provider.

This program will offer full-time, part-time and drop-in services. It will be the understanding that full time students take precedence. Should the program's capacity be reached, part-time and drop-in services will be terminated.

Days and Times of Operation

After School Care (ASC) begins on the first day of school and will run through the school year. Services will be provided on school days only. The program will not be in operation when school is out for school holidays, snow days or intercessions.

After School Care program will meet in the cafeteria then move to classrooms from 2:40-5:30 pm. Children will go directly to the After School Care area each afternoon following dismissal from school.

General Policies

- Please do not allow your child to bring toys or valuables from home to ASC. These items are easily lost or broken and tend to cause problems.
- Children will not be allowed to change their clothes at after school care. Please do not send extra clothing with them.
- Children will receive a snack after school. Please alert us to any food allergies.
- Each child must reapply each new school year. There is no carryover on registration forms.
- If you have any questions concerning the program, please contact the director, Brandi Newman.

Fees

Full time rates are based on the school calendar of 175 days of instruction. This equals 35 weekly payments. Since snow days are unexpected and you will have already been billed, make-up days will not be charged.

The school calendar will be divided as follows:

August -4 weeks	Nov. - 3 weeks	Feb. - 4 weeks	May - 3 weeks
Sept - 4 weeks	Dec. - 3 weeks	Mar. - 4 weeks	Oct. - 3 weeks
Jan. - 4 weeks	Apr. - 3 weeks		

Rates can be found at <https://www.sjschoolonline.org/Page/43>

- There is no discount for leaving before 4:00 pm.
- Drop-in fees will be charged to your FACTS account on a monthly basis.

- All accounts must be paid in full by the 10th of the month. Accounts that are behind will receive a letter and a late charge of \$5.00 will be added to the balance of fees due. If payment is not made within 10 days after date of letter, then your child cannot return to ASC until complete payment has been made.
- Refunds will not be given for a child's absence.

LATE PICK UP POLICY

The center closes promptly at 5:30. **If children are picked up after 5:30, there will be a late fee of \$5.00 per minute per child.** After 3 late pick-ups, you will be asked to find an alternative childcare program.

ABSENCES AND ILLNESSES

Parents **MUST** notify the ASC staff if your child will not be attending ASC. If you pick up your child early for either an appointment or illness, please ask the school secretary to inform the ASC staff that your child will not be attending that day. If you have a planned absence, please send a note to school with your child that day to let us know he/she will be absent from ASC.

If we are expecting your child at ASC, we may give you a call at work or home if your child is not in attendance and we have not received prior notification.

Pick Up/Sign Out Policies

Children must be picked up by parents or guardians at the Center. Children are not permitted to sign for you. This procedure is for the safety of your child.

NO CHILD WILL BE RELEASED TO AN UNAUTHORIZED PERSON. ASC staff must be notified in writing or by telephone if anyone other than a parent or guardian is picking up the child. Proper identification may be requested before a child is released to anyone other than a parent/guardian. Only the people designated on our Emergency Contact form will be permitted to pick up your child.

You may not pick your child up at school dismissal or during ASC hours and return later to ASC to "sign in" your child back in. An example would be an afternoon dental appointment.

Homework

A homework period is scheduled each day which provides your child an opportunity to study and complete assignments. It is the child's responsibility to take advantage of study time and work on their homework. The ASC staff is under no obligation to determine if assignments are completed during this homework period.

Emergency Policy – Illness and Accidents

With the child's well-being in mind, it is most important that the Emergency information in your FACTS family portal be completed with all necessary phone numbers and special instructions. Any other records required by the State of Kentucky will be obtained from the School Office.

The following will be the policy for illness or accidents:

1. In cases which appear to be minor, first aid will be administered on the premises.
2. Medicine will not be given in ASC.
3. In more serious cases, the ASC staff will make every effort to carry out the instructions as given on the Emergency information given in your FACTS account.
4. Parents who do not wish their child treated in any way should indicate such on the permission to treat box in your FACTS account.
5. Parents will be expected to make provisions for taking a sick child home within 1 hour of being contacted.
6. If a parent cannot be reached, the Hardin Co. Emergency Services will be called to transport the child to the hospital in severe cases.

Discipline

Appropriate disciplinary measures will be taken to insure an atmosphere of fairness to each child. Such measures will conform to school policy.

Time out is used when deemed necessary. The length of time a child sits in time out is dependent upon his/her age.

Kindergarten: 5 minutes	4 th : 9 minutes
1 st : 6 minutes	5 th : 10 minutes
2 nd : 7 minutes	6-8 th : 15 minutes
3 rd : 8 minutes	

After School Rules

- Child must go directly to the center after school unless he/she is participating in an after-school activity. If a child is doing service hours for a teacher after school, he/she must FIRST report to his/her Group Leader and let them know who they are working with and when they will be finished.
- Children must always remain with their assigned group.
- Children are never allowed to leave the building or grounds without the child's parent or guardian.
- Group Leaders are to be always shown respect.
- Children ARE NOT permitted to use telephones. In case of an emergency, ASC staff will call the parent on behalf of the child. Please do not ask your child to call you from ASC. If you need to contact your child, please feel free to call.

- Children must show respect for the property of others:
 - do not damage school/church property
 - do not damage neighboring property
 - stay out of other's book bags
- Take care of all playground equipment, toys, games and homework supplies.
- Running is forbidden in the building except during supervised games in the gym.
- No screaming in the building.
- No spitting.
- No physical fighting or verbal abuse.
- Stay out of all shrubs and mulched areas. Do not pull on or hang on tree branches. Do not pick flowers. Do not throw rocks or dirt.
- No sitting on or putting feet on the tables and stage.
- No one is allowed to return to the school building.
- Chewing gum and candy are forbidden at all times.
- All other school rules apply to After School Care as well.
- Please review these rules with your child and stress their importance!