



**ST. LOUIS**  
— CATHOLIC SCHOOL —

# **St. Louis After Care**

**2022-2023 School Year**

5192 Shady Grove Road  
Memphis, Tn 38117  
Ms. Lori: 901-558-4776  
Main School Office Phone: (901)-255-1900  
Fax: (901) 328-9798  
stlouismemphis.org

## **St. Louis Catholic School Welcome!!**

The faculty, administration, and staff would like to take this opportunity to welcome you to St. Louis Catholic School. We are so happy that you are a part of our program! We want to take time to assure you that we are committed to the excellence of your child's spiritual, physical, and intellectual growth. Our teachers are all licensed by the Tennessee Department of Education.

Regular office hours are 8:00 a.m. to 3:30 p.m.

The preschool phone number is 901-255-1909, the school office number is 901-255-1900 and the school fax number is 901-328-9798.

### **Mission Statement**

St. Louis Catholic School is committed to quality education in the spirit of Christ in accordance with the teachings of the Roman Catholic Church. Partnering with families and our community, we prepare our students for the future through faith formation and academic excellence.

## **Hours of Operation**

After Care will be open from school dismissal until 6pm Monday-Friday. This includes early dismissal days and half days. An online sign up will be used to assess how many children are in need of After Care on days when school is out. A minimum of 20 children will need to sign up in order for After Care to open for those days. On these days, if enough children sign up, we will be open from 8am to 5pm.

## **Snack**

We will provide a nut-free snack each day for all students. These are individually wrapped snacks. If your child has a dietary restriction or food allergy, please let us know so that we can accommodate them.

## **Homework**

After snack, children will be given time to complete homework or other assignments in a quiet supervised environment. Children are encouraged to ask for homework help if they need it, but are asked to stay quiet out of respect for their peers. If younger children do not have homework, they will participate in other activities during this time. Children are NOT allowed to return to their classrooms for any reason. They need to come to After Care as if they were going home.

## **Pick-Up Procedures**

The main doors to the main school building and the Early Childhood Center (ECC) will be locked during our After Care hours of 3 pm- 6 pm. When you arrive to pick up your child, please call 901-558-4776 and a staff member will bring your child out at the main entrance to the Early Childhood Center. Please let us know if someone else will be picking up your child. Be advised that anyone picking up your child for the first time will be asked for their ID for verification.

## **Late Pick-Up**

If you pick up your child after 6pm, you will be charged \$5 per minute, per child. It is important to pick up on time because staff is required to secure the school building at the same time every day.

## **Telephone Use**

Children are only permitted to use their cell phones for emergencies. We encourage communication about daily activities to occur at home.

## **Health and Wellness**

We ask that you do not send your child to After Care if they are sick. A child that is sick and experiencing symptoms (fever, diarrhea, pink eye, vomiting, etc.) must be symptom and medication free for at least 24 hours before returning to After Care. If a child becomes ill during their time at After Care, a parent will be called and asked to send an authorized person to pick them up.

## **Medication**

If your child requires medication during After Care hours, you must fill out a Medication Authorization form. All medication must be sent in the container in which it was prescribed. We do not administer Tylenol or other OTC medications without written permission from the parent or guardian.

## **Holidays**

After Care will be closed on Labor Day, Thanksgiving and Christmas breaks, Martin Luther King Day, Good Friday, and Memorial Day. Other school holidays will be determined by the sign ups as previously mentioned.

### **Inclement Weather Procedure**

If school is closed due to inclement weather, After Care will be closed as well. If After Care will not open due to inclement weather, email communication will be sent out. On rare occasions, it may be necessary for St. Louis to dismiss early or cancel school due to inclement weather. On occasions when this occurs while school is in session, After Care will be available to care for enrolled children from dismissal until the last child is picked(ASAP).

### **Discipline**

After Care follows the Discipline Policy outlined in the St. Louis Catholic School Parent-Student Handbook, and all discipline is up to the discretion of the Director and Assistant Director.

### **Sports**

If you have signed your child up to play a sport after school, it is the parent or guardian's responsibility to ensure their child is arriving to practice. After Care staff is not responsible for taking a child to and from practice.

### **General Policies**

- 1) Athletic or closed toe shoes must be worn at all times
- 2) No clothing with inappropriate messages can be worn
- 3) If your child brings property from home, it is their responsibility to keep up with it. It is not After Care's staff responsibility if something is lost, stolen, or broken
- 4) Lunch is not provided on whole or half days of After Care. Please provide lunch on these days.
- 5) Footballs, baseballs, softballs, or bats are not allowed
- 6) Laser pens are not allowed
- 7) Any video games or movies brought from home must be rated E or G
- 8) Music or videos brought from home are subject to approval
- 9) No contact sports are allowed
- 10) No gum is allowed

Sincerely,

Teddi Niedzwiedz  
Principal

Lori Tucker  
After Care Director

Christy Baker  
After Care Assistant Director