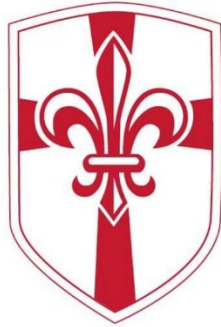


SAINT LOUIS AFTERSCHOOL CARE



ST. LOUIS
— CATHOLIC SCHOOL —

Policies and Procedures
Handbook

HOURS OF OPERATION

Afterschool care will be open from school dismissal until 6pm Monday-Friday. We are open from school dismissal until 5:50 pm on early dismissal days and half days. A week before a day where school will be closed we will post a sign up list, we must have 20 children sign up to be open when school is out. If we have enough children signed up, we will be open from 8 am to 5pm on these days.

SNACKS

A variety of snacks will be provided every afternoon for children attending Afterschool Care. If your child has any dietary restrictions or food allergies, please let us know so 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 back to their classrooms for any reason, they should come to afterschool care as if they were going home.

PICK-UP PROCEDURES

When you arrive to pick up your child, please sign your child/children out on the book on the table. Staff will call for your child on the walkie-talkie, unless we are outside. If we are outside, we ask you to please use the walkie-talkie to call for your child/children. Only those specified on the registration forms will be allowed to pick up your child. 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 PICKUP

If you pick up your child after 5:50 pm, you will be charged \$5 per minute, per child. It is important to pick up on time because staff are required to secure the school building at the same time every day.

TELEPHONE USE

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

SICKNESS

We ask that you do not send your child to Aftercare if they are sick, especially if they have a fever, diarrhea, pink eye, lice or vomiting. If a child becomes ill while at Afterschool Care a staff member will call a parent or authorized person to pick them up. The Department of Human Services states that children cannot return to school until they have been fever free for 24 hours, if a child has lice they cannot return until they are nit free. Children with pink eye may not return until they have been treated. As a general rule please do not send a contagious child to Aftercare, we would like to prevent the spread of germs to all children, staff and families.

MEDICATION

If your child requires medication during Aftercare hours, you must fill out a medication administration form. All medication must be kept 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

Afterschool care will be closed on Labor Day, during Thanksgiving and Christmas break, Martin Luther King Day, Good Friday, and Memorial Day. Other school holidays will be determined by the sign ups as mentioned above.

INCLEMENT WEATHER PROCEDURE

On rare occasions, it may be necessary for St. Louis to dismiss early or cancel school because of inclement weather. If adverse weather occurs during the time school is in session, Aftercare staff will be available to care for children who are enrolled from dismissal until the last child is picked up (ASAP). On these occasion please pick your child up as soon as possible for their safety and the safety of our employees. If Aftercare will not be open due to weather, we will send out email communication as soon as possible. If school is closed due to weather, Aftercare will be closed as well.

DISCIPLINE

Afterschool 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 afterschool, it is the parent or guardian's responsibility to ensure their child is arriving to practice. Aftercare staff is not responsible for taking a child to and from practice.

GENERAL POLICIES

1. Athletic or closed-toed shoes must be always worn.
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 Aftercare's staff's responsibility if something is lost, stolen or broken.
4. Personal Displays of Affection are not allowed.
5. Lunch is not provided on whole or half days of Aftercare, please provide a lunch on these days.
6. Football, baseballs, softballs or bats are not allowed.
7. Laser pens are not allowed.
8. Any videogames or movies brought from home must be rated E or G.
9. Music or videos brought from home are subject for approval.
10. No contact sports are allowed.
11. No gum is allowed.