



# St. Edward School After School Care Program 2024-2025 School Year

**Time:** 3:00 p.m. - 5:30 p.m. on Monday through Friday (on full days of school)

**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.

**Days of Operation:** First full day of school and conclude on the last full day of school.

**After School Care is NOT offered on these Early Release days.**

August 28, November 26, December 19, December 20, January 31, March 21, April 16, May 1, May 9, May 30.

**Place:** First classroom across from office

**Pick up:** Inside north door of school. Ring doorbell and wait.

**Procedure:** There will be an adult supervisor with the children at all times. They will have the opportunity for drink and snack that they bring. 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 and other guided activities will also take place. Mrs. Cowart will oversee the program.

**Cost:** After Care will use a **PREPAID** punch card that will be kept with the After Care Coordinator. 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. A full punch card has 20 half-hour punches (\$40). Partial cards may be purchased. Card balances at the end of the school year may be rolled over to the next school year. No refunds will be given to non-returning families with end-of-year balances.

Any student picked up after 5:30 pm (or after 5:00 on Wednesdays) will be charged a **\$20 fee up to 20 minutes. After 20 minutes, we will contact authorities.** After the second occurrence, the After School Care privilege will be revoked.

For early release days (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.

**Since this is a prepaid program, if your family is not paid on the day your child uses aftercare, you will not be able to use after care until you are paid up.**

**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 1/2 hour until the registration fee is paid in full. This includes late pick ups after 3:05pm at the end of the school day.**

**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

## 2024-2025 Registration

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

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

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

Mother's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Father's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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 (#) \_\_\_\_\_