

Ss Peter and Paul

*After-school
Program*



Parent Handbook

Introduction

The information in this handbook is provided for all parents/guardians of students enrolled in Ss Peter and Paul After-school Program. Please contact the Program Director if you have any questions about the program that are not addressed in this handbook. Registration of a student in the After-school Program is considered acceptance by the parent/guardian of the policies and regulations laid out in this handbook.

Philosophy and Purpose

Ss Peter and Paul After-school Program is committed to providing quality after school care for students in Kindergarten through 5th grade. The goal is to provide a secure, supervised, and nurturing environment for students in a state licensed facility. The After-school Program will extend the mission statement of St. Joseph School:

MISSION STATEMENT

To form a community of faith and learning by promoting a Catholic way of life through scripture and academic excellence.

VISION STATEMENT

That all students will grow in their faith and acquire the necessary knowledge, skills, and attitudes to become life-long learners and productive Christian citizens with a constant focus on the Kingdom of God.

Days and Hours of Operation

The SSP&P After-school program will be available for children in kindergarten through fifth grade from 3:00-5:30 each day St. Joseph School is in session. This will include the days that school is dismissed early for teacher in-service. Day care will be offered on school vacation days whenever the number of children makes being open financially feasible. However, day care will not be offered on any holidays or the following dates: December 23, 24, 26, the day after Thanksgiving, Good Friday and Easter Monday. There will be no care on days that school is cancelled or let out early due to weather conditions.

The After-school Program closes at 5:30. Parents/guardians whose children remain past 5:30 will be charged overtime fees of \$2.00 for five minutes. Childcare services may be withdrawn if three overtime charges occur.

The Summer Program is open to children going into first through fifth grade and is open from 7:30 to 5:30 weekdays throughout the summer.

Staff

Staff members at the After-school Program are carefully screened before hiring. A thorough orientation process is completed with each staff member. All staff members are trained in First Aid and CPR. The director maintains First Aid and CPR certification. Each year every staff member is in-serviced with ten hours of education pertaining to children. Every staff member meets the Safe Environment requirements of the Diocese of Sioux Falls.

Registration

Registration papers must be completed and signed by a parent for each program year. This includes an Application for Admission to Child Care form and a Schedule Contract form. Immunization records must be current and on file with the school or After-school Program. It is the responsibility of the parent to keep the Program Director or Site Supervisor up-to-date on all information pertaining to their child/children: phone

numbers, health information, emergency contacts, as well as schedule changes. All records and information about children and their families will be protected with the strictest confidentiality.

Schedule and Fee Policy

The After-school Program's supplies, salaries, and administrative expenses are supported by fees. Parents/guardians are asked to complete a Schedule Contract at the time of registration. These are the days your child is scheduled to participate in the After-school Program. If your child will not be attending during their scheduled times, the parent/guardian is responsible for notifying the Program Director or SJS Principal (see absences). Any changes to the Schedule Contract require a two (2) week written notification on a Revised Schedule Contract form which can be found in Appendix A of this handbook.

_____ **Unlimited:** Remains the same each month. This schedule is created at the time of registration. A set fee of \$100.00 is paid each month. Students are allowed to be in care for any or all of the hours from 3:00-5:30 Monday through Friday. We ask that parents keep the Program director or SJS Principal informed if your child will not attend the After-school Program. Any changes to the schedule require a two (2) week written notification. This contract includes care during Early Release days. All children need to be picked up by 5:30 pm each day. There will be an additional \$5 charge for each 15 minutes after 5:30pm if a child is not picked up. Childcare services may be withdrawn if three overtime charges occur.

_____ **Fixed Schedule:** Remains the same each week. This schedule is created at the time of registration. The fee for this schedule is \$7.00 a day. A set weekly schedule is created by parents. This schedule is in effect every week unless changed by a Revised Schedule Contract form. Any changes to the schedule require a two (2) week written notification on a Revised Schedule Contract form. Hours scheduled will be billed each week even if the child is not in care. This contract includes care during Early Release days for students scheduled on those days at the rate of \$10.00 for that day. Care provided outside of the fixed schedule will be charged at the Drop-In rate with a minimum of at least 1 hour charged each time. **This will only be available if numbers allow.**

_____ **Varied Schedule:** May change each week. The fee for this schedule is for \$7.00 a day and \$10.00 on early release days. A Varied Schedule form is required at the site two (2) weeks prior to care needs. Varied Schedules are only submitted when the parent/guardian has selected this option on the Registration form. A copy of the Varied Schedule form is available in Appendix B of this handbook, from the program director, or from the site supervisor. Varied Schedule forms can be turned in to the SJS Principal or the Program Director. Students who need care during Early Release days will need to be scheduled two weeks in advance on the Varied Schedule form. **This will only be available if numbers allow.**

_____ **Drop In:** Drop In care will also be available if possible. The fee for Drop In care is \$10.00. Parents who wish to have their students participate in the After-school program on an as-needed basis need to call the SJS Principal by 9:00 on the day care is needed. Care will be provided **if** a student opening is available. If adequate staffing or space is not available, care may be denied. Students will not be allowed to attend the After-school Program unless prior arrangements have been made. Once a drop-in day is requested and confirmed by school staff, the parent/guardian will be billed even if the child is not in care.

Payment Policy

Statements for the previous month will be available on the first day of month. Payment is due by the 5th. If payment is not received the child/children will be unable to participate in the After-school Program until payment is received. Childcare services may be withdrawn permanently if late payment occurs more than once.

Absences

It is the responsibility of the parent/guardian to contact the SJS Principal or Program Director if their child will NOT be attending as scheduled. Students who are contracted for the Unlimited Schedule Option will be expected at the After-school Program every day it is in operation. Other students will be expected on their contracted days. If your child will not be attending please contact the school principal or Program Director. Payment for the day will be charged if no contact has been made.

Arrival and Sign-in Procedures

Students will report to the Family Center Gym classroom immediately following school dismissal. Attendance and sign-in will be taken at that time. If a scheduled child is not accounted for, phone calls are placed to parents/guardians or emergency numbers as soon as possible. Drop in students need to be scheduled prior to 9:00 that day by calling the principal. Additionally, parents/guardians or emergency contacts of students who arrive at the program and are not scheduled will be contacted.

Program Activities

This schedule is in place to provide predictability for parents but flexibility is also important. A note on the sign-in/out table will inform parents where the children in the After-school Program are at any given time. Parents are welcome to join us at any time to observe and/or volunteer to help with the After-school Program. All volunteers must complete the Safe Environment requirements of the Diocese of Sioux Falls.

- 3:00 Arrival / Greeting / Attendance/Prayer
- 3:15 Active Play
- 4:00 Wash / Snack
- 4:15 Homework / Quiet activities
- 4:45 Learning Activities/Games/Crafts/Library Activities
- 5:30 Closing

Homework Policy

One of the purposes of the After-school Program is to give students a quiet environment for study with adult help when needed. All students will be expected to work on quiet, learning activities during homework time. Students should always come to the After-school Program with a book to read.

Snacks

After school snacks are served in the classroom. If a student requires a special diet due to a medical condition, arrangements need to be made with the Program Director. Students may choose one healthy snack option or bring their own healthy snack. Candy is not allowed.

Transportation

Transportation to and from the After-school Program is the responsibility of the parent or guardian. When field trips are scheduled, parent drivers may be asked to volunteer. All drivers must meet the Safe Environment requirements of the Diocese of Sioux Falls. River City Transit may also be used to transport students for field trips. Field trips will be announced in advance and permission forms will be sent home for parent signature.

Behavior Management

It is the goal of the After-school Program to establish a strong working relationship between child, parent, and staff. Children in the After-school Program are expected to exhibit behavior that does not disrupt or interfere with the activities and social interaction of the other children. Children exhibiting disruptive behavior will be asked to “take a break” from the situation. Positive guidance, redirection, and clear-cut limits will be used. If unacceptable behavior is chronic or extreme, the child may need to be removed from the After-school Program.

Peers are prohibited from administering discipline. After-school Program staff will prevent a child from being placed in an environment that would be harmful or dangerous to the child’s physical or emotional health. Humiliating and frightening punishment such as withholding or forcing snacks; use of substances such as soap, pepper, or hot pepper for punishment; hitting, pinching, shaking, spanking, or inflicting corporal punishment; restriction of movement by binding or enclosing in a confined space; or verbal abuse, threats, or derogatory remarks about the child or family are prohibited.

The School-Wide Rules and Playground Rules from the St. Joseph School Handbook will be observed and enforced:

A. SCHOOL WIDE RULES

1. Be Orderly

- We will:**
- a. Walk quietly in the hallways.
 - b. Enter and leave building quietly.

2. Be Respectful of Self and Others

- We will:**
- a. Be cooperative and respectful to all.
 - b. Not use inappropriate language and gestures.
 - c. Receive permission to use other people's property or materials.
 - d. Keep hats off in the building.

3. Keep Hands, Feet, and Other Objects to Yourself

4. No Bullying

- We will:**
- a. Not use intimidating and/or threatening looks, words, or gestures.
 - b. Help others who are being bullied by speaking out and by getting adult help.

5. No Insubordination

- We will:**
- a. Obey the rules and follow instruction or directions of all adults.
 - b. Not be defiant or rebellious.

Consequences of Misbehavior

- 1. Verbal warning from the adult in charge.
- 2. Conference with the adult in charge about misbehavior.
- 3. Conference with Principal.
- 4. Note sent home to parents about misbehavior from the adult in charge. Must be signed by parent and returned to the adult that sent the note.
- 5. Serious offenses will be dealt with immediately and individually by a team consisting of the student, teacher, principal, and/or parent.

B. PLAYGROUND RULES

Basic Rules:

- Obey the adult on duty.
- Play safely.
- Be kind to others.

**No shoving or pushing.
Take care of the equipment.
Stay on the assigned area.**

Equipment Rules:

Basketball: No hanging from hoop.

Football: No tackle.

Winter Rules: No climbing on snow hills.

No throwing snow.

Sliding on ice with proper supervision and appropriate dress.

Consequences of Misbehavior

1. Verbal warning from the adult in charge.
2. Conference with the adult in charge about misbehavior.
3. Conference with Principal.
4. Note sent home to parents about misbehavior from the adult in charge. Must be signed by parent and returned to the adult that sent the note.
5. Serious offenses will be dealt with immediately and individually by a team consisting of the student, teacher, principal, and/or parent.

Illness

Children who are sick, have vomited or had a fever within the last 24 hours should not attend the After-school Program. Children who are absent from school or who leave school because of illness will not be allowed to attend the After-school Program.

Infectious diseases are extremely common in childhood, and many of them are contagious. If your child has any of the following, they are not allowed to attend the After-school Program: measles, chicken pox, shingles, mumps, head lice, scabies, pneumonia, strep throat, conjunctivitis (pink-eye), ringworm, German measles, impetigo, bacterial meningitis, whooping cough.

If signs of illness develop while a child is at the After-school Program he/she will be separated from the other children and the child's parent/guardian will be notified. If a parent/guardian cannot be reached, emergency contact numbers will be used. Parents/guardians will be asked to pick up the child as soon as possible.

Medication

If possible, a parent should administer all medications at home. If a circumstance requires a child to take medication while at the After-school Program arrangements need to be made with the Program Director. Medication may be given to children only if a medication permission form is completed by the parent. Medications must be in the original container.

Accidents

The health and safety of the children entrusted to our care is very important and we work to prevent accidents from happening. If a minor accident occurs during our care, basic first aid will be administered.

In the event of a medical emergency or accident requiring a doctor's treatment, we will attempt to contact the parent immediately at the telephone numbers you have provided on your registration materials. If we are unable to reach a parent, we will attempt to notify the emergency contacts on your registration form and the child's physician or ambulance as needed.

Child Abuse Reporting

As a child-care agency, all staff and volunteers are obligated by law to report any suspected cases of child abuse or neglect. All employees will be required to read and sign a statement defining child abuse/neglect and the procedures and responsibilities for reporting such cases. Any signs of abuse or neglect will be reported to the Department of Social Services. A background screening will be required of each staff member and volunteer. All diocesan Safe Environment requirements will be met.

If a staff member is suspected of child abuse or neglect, a report will immediately be made to the Department of Social Services or law enforcement officials. The staff member will be removed from work with children while the incident is under investigation. All diocesan policies will be followed. The continued employment of any staff will then be decided SJS administration.

Emergency Evacuation Plan

In the event of fire, tornado, or other crisis, the staff of the After-school Program will follow the following procedures:

CRISIS PLAN

A. EVACUATION

In the event that the SS P&P Family Center is evacuated, students will be taken to Good Shepherd Hall in Ss Peter & Paul Catholic Church.

B. FIRE PLAN

In the event that we need to evacuate the building due to a fire the following plan will be used:

1. Staff shall instruct the students on the procedure to leave the room in single file and quietly. Students shall walk outside and gather on the west side of the parking lot away from the school.
2. After the students are outside they should line up alphabetically and staff will account for all students by using a class roster.
3. The Director shall make sure the building is clear and all students and staff are accounted for.
4. The students will use the south exit
5. If students are on the playground when the alarm sounds, the teacher should gather all students and walk them around the east side of the school and join the others on the west side of the building
6. Fire drills will be performed twice per semester.

C. TORNADO PLAN

In the event of a tornado the following plan shall be followed:

1. The teacher shall instruct the students on the procedure to leave the room in single file and quietly.
2. The teacher will account for all students once the class is assembled in their assigned location.
3. The students will exit the north doors and head directly down stairs to the community shelter
4. Tornado drills are done once a semester.

Sign-out Procedure

Children will only be allowed to leave the After-school Program with persons authorized by their parents/guardians to pick them up. Persons who regularly pick students up should be listed on the registration form. If someone else is picking your child/children up please notify the Principal or Program Director.

Communication

Parent support, communication, and involvement are key factors of each child's development and are essential for the successful operation of our program. We will work closely with parents to understand your child's needs.

At the sign-out table just inside the gym you will find several methods to enhance this communication. Notes about changes in the After-school Program schedule or policies will be communicated to parents through posted notes and parent letters.

The sign-out sheet will also be found on this table. Please sign your child/children out of the program on this form. A Parent's Notebook is located by the sign-out sheet. Please use this notebook to communicate information about your child's schedule or other important information to the After-school Program staff.

If you have questions or concerns, please discuss them with the Program Director. Communication between parents and staff is imperative to maintain a high quality program.

Appendix A

Office Use _____

A one time \$25.00 nonrefundable registration fee is required.

Today's Date: _____ **Date you would like this change to take place:** _____

Child(ren)'s Name _____ **Parent's Name** _____

Parent's Signature: _____

Please indicate which schedule option you would like to begin using. Fill in all information for that option and return this form to the SJS principal or give it to the program director. For more information about the schedule options please refer to your After-school Program Parent Handbook.

_____ **Unlimited:** A set fee of \$100.00 is paid each month. Students are allowed to be in care for any or all of the hours from 3:00-5:30 Monday through Friday. Please indicate the times your child will usually be in care:

	Monday	Tuesday	Wednesday	Thursday	Friday
3:00-4:00					
4:00-5:00					
5:00-5:30					

_____ **Fixed Schedule:** The fee for this schedule is \$7.00 a day and \$10.00 for in-service days. A set weekly schedule is created by parents. This schedule is in effect every week unless changed by a Revised Schedule Contract form. Please indicate the times you would like to schedule care for your child:

	Monday	Tuesday	Wednesday	Thursday	Friday
3:00-4:00					
4:00-5:00					
5:00-5:30					

_____ **Varied Schedule:** The fee for this schedule is \$3.50/hour. A Varied Schedule form is required at the site two (2) weeks prior to care needs. A copy of the Varied Schedule form is available in Appendix B of this handbook, from the program director, or from the site supervisor and must be completed and turned in with this form if this option is chosen.

_____ **Drop In:** Drop In care will also be available if possible. The fee for Drop In care is \$4.00/hour. Parents who wish to have their students participate in the After-school program on an as-needed basis need to call the school office by 9:00 on the day care is needed. Care will be provided **if** a student opening is available. If adequate staffing or space is not available, care may be denied. Students will not be allowed to attend the After-school Program unless prior arrangements have been made. Once a drop-in day is requested and confirmed by school staff, the parent/guardian will be billed even if the child is not in care.

Appendix B

Varied Schedule Form

Office Use _____

Varied Schedule: May change each week. The fee for this schedule is \$3.50 an hour or \$7.00 a regular day; \$10.00 for in-service days. A Varied Schedule form is required at the site two (2) weeks prior to care needs. Varied Schedules are only submitted when the parent/guardian has selected this option on the Registration form. A copy of the Varied Schedule form is available in Appendix B of this handbook, from the program director, or from the site supervisor. Varied Schedule forms can be turned in to the SJS Principal or the the Program Director. Hours scheduled will be billed even if the child is not in care. Overtime fees will be charged at the Drop-In rate with a minimum of at least 1 hour charged each time.

Today's Date: _____ **Child(ren)'s Name** _____

Parent's Name _____ **Parent's Signature:** _____

Please indicate the times your child will need care. Varied Schedules are due two weeks before care is needed. A four week schedule is included for your convenience.

Week Of:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start-End Time					

Week Of:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start-End Time					

Week Of:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start-End Time					

Week Of:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start-End Time					

Ss Peter and Paul After-School Registration Form

Child Information

Child's Name: _____ Grade _____
Date of Birth _____ Age _____ Sex _____ Child's school _____

Family Information

Father:

Last Name: _____
First Name: _____
Home Telephone #: (____) _____
Bus. #: (____) _____
Cell. #: (____) _____
Email: _____
Billing Address: _____

Mother:

Last Name: _____
First Name: _____
Home Telephone #: (____) _____
Bus. #: (____) _____
Cell. #: (____) _____
Email: _____

Emergency Contacts

1st Contact _____ Work # _____ Home # _____ Cell# _____
2nd Contact _____ Work # _____ Home # _____ Cell# _____

Health History

Family Doctor: _____ Phone # _____

Does your child have any allergies? Yes ___ No ___

If yes, what are they allergic to? _____

Does your child have an Epipen? _____

Is there any behavior/special considerations that we should know about?

Immunizations Current: Yes ___ No ___ If your child is not a SJS student, please submit a copy of the records.

Parent's Authorization:

- I give the Ss Peter and Paul stff permission to seek emergency medical attention for my child if I am unable to be reached. I further understand that the Church is not legally or financially liable for any claim arising from any consent given in good faith in connection with such diagnosis or advised treatment.
- I, as the parent, release and agree to indemnify and hold harmless the Ss Peter and Paul Church, the Sioux Falls Diocese, employees, sponsors, officials and volunteers for any injury or illness which may directly or indirectly result from my child's participation.
- To the best of my knowledge, my child is in good health and I will notify the Director if he/she is exposed to any infectious diseases.
- I give permission to the Church to use any photograph my child is in for promotional material.
- I understand the Ss Peter and Paul After School Program reserves the right to dismiss a child who, in their opinion, is a hazard to the safety or rights of others, or who appears to have rejected the reasonable expectations of the Program.
- I have read and agree with the written policies covered in the Ss Peter and Paul After School Handbook.

Parent Signature _____ Date _____