



**St. Hugh
Catholic School
After School Care
2016-2017**

Philosophy

In cooperation with the parents and teachers of St. Hugh Catholic School, we the After School Staff endeavor to help form the total Catholic person, one who has the sense of his or her own integrity and respect for the dignity of God, self and people of all races and cultures.

Goals

1. To create a safe environment where children are accepted as unique individuals.
2. To provide the necessary environment where children can complete homework assignments and study.
3. To help children develop a sense of team spirit and good sportsmanship.

Admission Policies

Admission is open to any child who attends St. Hugh Catholic School.

Communication

General information about the After School Program is sent home at the beginning of each school year.

The Director of the After School Program is available to parents for conferences on a regular basis. If parents choose to do so, an appointment may be scheduled with the director to discuss any concerns about the child.

Every attempt is made to keep a regular schedule. If any changes must be made, parents will be notified by staff leader or by a posted notice at the sign out area.

Notice of special events or activities will be sent home through the school or hand carried by the students.

Daily Release of Students

Students will be released only to those who are designated on the Emergency Contact Information Sheet. The After School Care Program will need a photocopy of any identification of the person picking up the child. Parents must notify the After School Staff in writing of any changes to be made on the list by updating the Emergency Contact Information Sheet.

Any release of students which is mandated by legal documentation should be noted on the registration card and **A COPY OF THE LEGAL DOCUMENT MUST BE FILED IN THE SCHOOL OFFICE AND IN THE AFTER SCHOOL PROGRAM.**

Parents must sign out each child when he/she is picked up from the After School Program.

Discipline Code

Every child who is part of the St. Hugh Catholic School After School Care Program is expected to abide by the policies as stated in the Student Policies of St. Hugh Catholic School. Each child is expected to respect staff members, other students, and property.

When policies and rules are disregarded, the After School Director will notify parents. In cases of repeated disregard or major infractions, parents, principal and pastor will be notified. Continuous disregard and/or major infractions may result in the child being removed from the After School Program and the school.

Disciplinary action taken: (can be taken in any order)

- 1. Time out**
- 2. Child/Staff conference**
- 3. Child/Staff/Director conference**
- 4. Child/Parent/Staff/Director conference**
- 5. Child/Parent/Principal/Director conference**
- 6. Child/Parent/Principal/Director/Pastor conference**
- 7. Removal from After School Program**
- 8. Expulsion from St. Hugh Catholic School**

Fee Schedule

Monthly Fee (First Fridays included)	\$ 185.00 per child \$ 285.00 two children \$ 360.00 three children \$ 450.00 four children or more
Daily Fee	\$20.00 per child

If a child is picked up from the After School Program between 3:05 PM and 3:30 PM a \$10.00 fee will be assessed per child. After 3:30 PM the payment due will be \$20.00. Payment is due at the time of pick up.

Fees for Children involved in After School Activities (ballet, piano, karate, etc.)

Monthly Fee	\$145.00 per child \$235.00 two children \$300.00 three children \$380.00 four children or more
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Schedule of Payments

Payment is due at time of pick up. If your child is staying on a weekly or monthly basis, all payments to the After School Program must be paid by the first of the month or beginning of the week. Checks should be made to St. Hugh School. In the Memo, include "After School," child's name, grade, and week or month that the payment is covering. If payments are not made at the time they are due, your child will not be able to stay in the After School Program. In addition, the child's report card will be withheld and there will be a late fee of \$25.00 added to the balance every month until payment is received.

Late Pick Up Fees

Children must be picked up by 6:00 PM sharp. Parents will be charged \$10 per child the first time a child is left after 6:00 PM. The second time the child is left after 6:00 PM the fee will be \$20 per child. The third time, the fee will be \$40. Any child not picked up by 6:00 PM three times will be immediately removed from the After School Program. If the balance is not paid, the child will NOT be allowed to stay in the After School Program until payment is received. The child will be taken to the office by his/her homeroom teacher to call home.

Daily Schedule

Pre-K – 8th grade

3:00 – 3:10	Attendance
3:10 – 4:30	Homework
4:30 – 4:40	Snack (provided by the school)
4:40 – 6:00	Outdoor

*In the event of inclement weather, the After School Program will be moved into the auditorium.

Accounts with pending balances will be referred to the principal's office for further authorization. Students will not be allowed to attend the after school program, if the account is not current.

Health and Safety

Sick children may not stay in the After School Program. Should a child become sick during the school day, the office will notify the parents to come pick up the child. The After School Program will follow the same procedure should a child become ill after school. The Staff of the After School Program is not permitted by law to dispense any medication to children. Please do not make this request since it cannot be honored.

EMERGENCY PROCEDURES:

All accidents which occur during the After School Program will be reported to the director. Parents will be contacted immediately if the seriousness is so warrants. It is for that reason that parents must keep the school and the After School Program informed of changes in phone numbers and emergency contact persons. In the case of serious accidents where parents cannot be reached, 911 will be called. Please be aware that parents will be charged \$50.00 by 911 for transporting a student to a medical facility.

Records

All records are kept confidential and shared only with those staff members who "need to know." The After School Program maintains four basic records: attendance, payment, discipline, and accident reports.

Visitors

Parents or their designated representatives are permitted on the After School campus at any time. All other visitors must report to the director and they will be accompanied around the campus as official business is completed.

Evaluation

St. Hugh After School Program and its policies and procedures will be evaluated informally by the Director, Principal, and Pastor. The program reserves the right to amend the policies, procedures and handbook for just cause.

Rules of Behavior

Since each child is unique and valuable in God's sight, each will be treated with love, respect, and concern. However, there are certain behaviors, which are expected of all students who participate in the After School Program:

1. No child is to leave the supervised area.
2. Each child is expected to participate in all activities to the best of his/her abilities.
3. Foul or abusive language or profanity will not be tolerated.
4. Physical violence in any form of biting, pinching, hitting, pushing, or kicking will not be tolerated.
5. Each child is expected to "clean up" after himself/herself- snack, toys, crafts, games, etc.
6. Quiet time will be provided for the completion of homework. All students will respect the rights of others to study and be quiet. This period of time will last for one hour. If a child has no homework or completes the assignment before the allotted time is over, he/she is expected to engage in silent reading of his/her own books or those provided by the After School Staff or use the computers quietly.
7. Disrespect toward any staff member will not be tolerated and is considered a major infraction.
8. Fighting for any reason will not be tolerated.
9. All school rules and policies will be followed.