

Saint Bernard School After School Care
Parent/Student Handbook
2018-2019

Philosophy

If your child will be attending After School Care at any time during the 2018-2019 school year, please complete the last page of this Handbook, and return to the school office. Thank you!

Saint Bernard School recognizes that each child is an individual with a spiritual as well as a physical nature. We believe that each person is made in the image of God the Father, redeemed by Jesus, our Savior, and sustained by the love of the Holy Spirit. Children are a special gift of God to themselves and to every other person. They have the right to acceptance, love and support.

Saint Bernard School strives to develop a healthy spiritual, physical, and emotional climate where learning is encouraged and supported. A positive Catholic Christian atmosphere is provided for the development of a strong self image. Children can learn from their mistakes without fear of failure or humiliation. Their worth and value are strengthened through responsibility, trust, and loving concern for themselves as unique individuals.

The after school care program strives to construct an enjoyable atmosphere with various activities which include play time, homework time, art work, indoor games and outdoor recreation.

ADMISSION POLICIES

Only students enrolled at Saint Bernard School will be allowed to enroll in the after school care program. The after school care program is a privilege, not a right. Parents must understand that their children must obey the rules and regulations in order to continue in the after school care program. The enrollment fee for the after school care program is \$10.00 per family, which is included in the first month billing. Bills are sent home with children every four (4) weeks. The after school care program is offered from 3:00 pm until 5:30 pm. Parents who leave children in the after school care program beyond 5:30 pm in the evening will be charged \$25.00 from 5:30 pm-5:45 pm. From 5:46 until child/children are picked up, an additional charge of \$10.00 per each 15 minutes will be assessed. The late charge MUST BE paid in full to the school office before your child/children will be allowed to attend after school care again.

PROGRAM

Activities available in the after school care program include specified homework time, indoor games, outdoor recreation, play time and snack.

COMMUNICATION

The after school care staff will communicate to parents through notes, by telephone and/or by informal conferences.

DAILY RELEASE

An after school care staff member will sign children into the program daily, but parents are expected to initial children out daily when they pick children up from the program. Please contact the after school care staff to make arrangements for children who are to walk home after the program. The after school care staff must have a note from parents on file that allows their child to walk home from the after school care program. No child will be allowed to walk home on verbal permission only. Children who walk home will have the staff sign them out daily. Children will be released only to parents, or to those persons parents authorize to pick up their children. The school may specify that parents designate in writing those individuals authorized to pick up their children.

DISCIPLINE CODE

Every child is expected to abide by the rules of the after school care staff and program. Students must listen and obey the supervisor in charge. The supervisor will report inappropriate behavior to the parents by written notes, telephone or information conferences.

HEALTH, SAFETY AND EMERGENCY PROCEDURES

Students who have any sort of communicable diseases will not be permitted to attend the program. In the event of an emergency, illness or other problem, parents will be notified at home and/or at work. If a parent cannot be reached, emergency contacts indicated by the parent on the enrollment form will be made. Parents must provide at least two emergency contacts on the enrollment form. Medication will only be administered to children in the after school care program when a written authorization from a physician and parent is on file. Medication must be in the original container.

NUTRITION

The after school care staff provides snacks during the program. Parents who would like to provide snacks should contact the after school care staff for pertinent information.

SINGLE PARENT/OTHER RELATIVE CONSIDERATIONS

If both parents do not have custody of a child, the custodial parent must supply the school with a copy of the divorce decree to be reviewed by the after school care staff. The after school care staff must know if a child may be released to a non-custodial parent under certain conditions, including weekend visitation rights. If questions arise, the custodial parent will be contacted by the administrator to determine an appropriate course of action.

VISITORS

Only parents, and their designates, have an open door policy to visit the after school care program when in session. Otherwise, visitors must report to the office and will be accompanied by a school official at all time.

Note: The after school care program reserves the right to amend the handbook for just cause. Parents will be promptly notified in writing if changes are made.

Please detach and sign this form to be given to the after school care staff of Saint Bernard School.

Parent Telephone # Where You Can Be Reached After 3:00 PM _____

The following people have permission to pick up my child/children from After School Care:

Name:

Telephone #:

If someone other than any of the above-listed individuals will be picking up your child/children, you must notify the Saint Bernard School office in advance, either by a signed, dated note, or by telephone. If the After School Care provider does not recognize the person picking up my child/children, they will be asked to provide identification.

The following people ARE NOT ALLOWED AT ANY TIME to pick up my child/children:

Name: _____

In case of an emergency, parents will be notified first. However, if the After School Care employee is unable to reach the parents, please list emergency contact persons:

Name:

Telephone #: (home/cell/work)

We, the parents of _____, in consideration and acceptance into the after school care program; agree to make timely payments of required fees and to adhere to all rules and regulations of the program. We understand that our failure to meet the conditions of this agreement may result in our child/children being dismissed from the program.

We have read and do agree to be governed by this handbook.

Parent Signature

Date