

St. Joseph Academy Aftercare Program

GENERAL INFORMATION

The Aftercare program serves elementary students who are enrolled in St. Joseph Academy from Preschool through Eighth Grade.

The program operates as follows:

From 2:45 p.m. to 5:30 p.m.

The cost of the program is:

\$5.00 Registration fee per family.

Weekly Rates:

\$43.00 per week

Multiple child discount of \$3.00 given on each child (weekly rates only)

\$10.00 per day (no multiple child discount)

ALL FORMS AND FEES MUST BE RETURNED TO THE PROGRAM DIRECTOR PRIOR TO YOUR CHILD'S ATTENDANCE IN THE PROGRAM.

Payments are due in advance; the Monday the week of service rendered, or may be paid in advance on a monthly basis. *Full payment is required regardless of the number of days or hours attended per week.*

Parents are responsible for signing their child out upon leaving. A mandatory sign in/out sheet is located at the back door. (This is a Kentucky State requirement)

A late fee of \$5.00 for any portion of each fifteen (15) minutes past designated closing time is due at the time of pick up.

The yearly schedule will follow the regular St. Joseph Academy school calendar.

The Aftercare Program will be closed:

Mon.,	Sept. 7	Labor Day NO School
Thurs.,	Oct. 8	Teacher In-Service NO SCHOOL
Fri.,	Oct. 9	Teacher In-Service NO SCHOOL
Fri.,	Oct. 16	All Saints Oktoberfest
Wed.,	Nov. 25	12:00 Dismissal
Thurs.,	Nov 26	Thanksgiving Break NO SCHOOL
Fri.,	Nov.27	Thanksgiving Break NO SCHOOL
Tues.,	Dec. 8	Feast of the Immaculate Conception NO SCHOOL
Fri.,	Dec. 18	12:00 Dismissal
	Dec. 21 - Jan. 3	Christmas Break
Mon.,	Jan 18	Martin Luther King NO SCHOOL
Mon.,	Feb. 15	Presidents' Day NO SCHOOL
Fri.,	Feb. 19	Fish Fry
Fri.,	Feb. 26	Fish Fry
Fri.,	March 5	Fish Fry
Fri.,	March 12	Fish Fry
Fri.,	March 19	Fish Fry
Fri.,	March 26	Fish Fry
	April 1-11	Easter Break
Thurs.,	May 27	Last Day of School

The Aftercare program will be closed for designated “snow days”. In the event that school would be dismissed before the regular scheduled time, for building emergencies, weather, or early dismissal due to weather/calamity, parents are to be responsible for their child’s care. Parents are to listen to their local television or radio station for school closings.

The program does not discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

Outdoor play is a regular part of the program weather permitting. Appropriate clothing is necessary.

Please label clothing and other belongings.

The Aftercare Program can accommodate a maximum of 26 children. Enrollment is granted on first come, first serve basis. Registration will be accepted only for the entire school year, or the remainder of the school year; however, parents may cancel their child’s registration at any time, for any reason, by giving written notice to the Aftercare director or St. Joseph Academy Principal.

The Aftercare Program is self-supporting and relies on weekly payments for its financial operation.

SNACKS

Students are usually very hungry by the time the school day ends. We provide healthy, enjoyable snacks. However you may bring a snack at anytime. Our snack menu is posted on our school website under All Stars Program (Aftercare).

PARENT PARTICIPATION

Children will only be released from the Aftercare program to parents or guardians. Any other person must be listed on the “Authorized Pick Up” list.

A written note must be sent if your child is to be released to an adult other than parent or person listed on the appropriate form in the registration packet. Staff will ask for appropriate identification.

In the event of divorce or separation with restrictive visitation or pickups, please contact the director or principal for applicable policy.

STUDENT CODE CONDUCT

It is our goal to help every student grow in knowledge and personal strength by providing an atmosphere of warmth, safety, and security in which all individuals can function to the best of their abilities. It is necessary to establish basic rules that all students must follow in order to provide a safe environment for our students.

Children are expected to show respect for staff, other children, property and equipment.

St. Joseph Academy Students Code of Conduct applies to the Aftercare Program.

A violation of any rule may result in a disciplinary action or removal from the program by of the director, principal/assistant principal based upon frequency or severity of the offense.

SAFETY POLICY

- 1. No child will be left alone or unsupervised with the exception of using the bathroom facilities, for their own privacy.
- 2. During an emergency, alert plans are posted in the room, which explains action to be taken. The plan shall include a diagram showing evacuation routes and other calamity procedures.
- 3. Childcare staff members are responsible for maintaining an environment that is free of abuse and neglect with the children in our care.
- 4. Staff members are trained in First aid and CPR.
- 5. All childcare staff members and parents shall receive a copy of this Safety Policy.
- 6. A signed Emergency Medical Authorization form is required to be on file at the site on the first day of attendance.

IN CASE OF EMERGENCY STAFF MEMBERS WILL FOLLOW THESE PROCEDURES

- 1. Contact qualified help immediately.
- 2. Calm the situation and get assistance.
- 3. Administer or see that first aid is administered.
- 4. Contact parent/guardian as soon as possible, calmly explain the situation.
- 5. When an accident happens and an injury occurs incident reports are to be filled out.

St. Joseph Academy Phone No. – 859-485-6444

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PLEASE SIGN AND RETURN

I _____ have read the St. Joseph Academy Aftercare Student Handbook and agree to all of the rules set forth in this program. I understand that failure to pay and/or severe or continued inappropriate behavior from my child will result in removal from the program.

Parent Signature Date

Student Signature