



St. Cecilia Aftercare Handbook 2023-2024

Eligible Participants

The St. Cecilia School Aftercare Program is a service offered to parents and open to all students currently enrolled at St. Cecilia Catholic Elementary School. To enroll your child, you must fill out the Enrollment Application and pay a non-refundable registration fee of \$25.00. Please return all of these forms & the fee to the front office or to Kim Murphy, Early Childhood Learning Center Director.

Hours of Operation

The St. Cecilia School Aftercare Program operates as follows: Monday-Friday from school dismissal to 6:00 PM. The Program is operational on the days that St. Cecilia School is open. The Program does not operate during school vacations or holidays. If there is an early dismissal due to inclement weather, the Program will not operate. If St. Cecilia School is closed during inclement weather, the Aftercare Program will be closed.

Tuition

Tuition payments for all students will be billed through your FACTS account. Even if you pay your tuition in full, you must have a FACTS account as all Aftercare billing is done through FACTS. The current rate for the school year is as follows: \$3.00/30 minutes

Communication

Communication between parents, staff and students is essential and will insure an enriching program for all participants. If there are any questions or concerns, please call or email the Director at kmurphy@stcindependence.org.

Food/Snack

The St. Cecilia School Aftercare Program will provide a healthy snack and juice/water each afternoon that meets the U.S. Department of Agriculture nutritional standards. If you wish to provide a snack for your child, please ensure that it is properly sealed to prevent spoilage and that it is labeled with your child's name and date.

Sample Daily Schedule

Monday through Friday

2:20 to 3:00 PM Attendance, snack, restroom break

3:00 to 4:00 PM Physical activity either outside or in the Gym during inclement weather

4:30 to 5:30 PM Homework/Games & Crafts in the Cafeteria

5:30 to 6:00 PM Art project, playtime, games or toys

Please sign-out when student is picked up.

Please note that this schedule is subject to change base upon weather, supplies and staffing requirements.

Electronics

Cell phones and tablets are not permitted in Aftercare. If a special arrangement is made with the Director for a cell phone, the student will turn in their cell phone to the Aftercare teachers and will receive it back when their parent/guardian arrives to pick them up. Middle school students with laptops will only be permitted to use their laptop for homework.

Behavior Expectations

Children are expected to show respect for staff, school property, and other children in the program. All school rules apply as well as the rules incorporated into this document while children are attending our programs. Positive guidance strategies are used and include:

- An environment that is structured with a daily schedule of activities (predictability invites good behavior)
- There are age-appropriate rules and limits.
- There is consistency and follow through with simple instructions.
- Adult role modeling and teaching the expected behaviors set the tone.
- Verbal cues are used to remind children of what they should be doing.
- Adults remain in close physical proximity of children and children are within sight and sound at all times. Redirection is used to support acceptable replacement behaviors. Adults help children express feelings to prevent verbal or physical altercations.
- Choices and consequences are used with interruption of unacceptable behaviors.
- Cool down time in a quiet space in the room for children who need alone time to calm down is offered.

Violations of St. Cecilia's Code of Conduct including chronically disruptive behavior and/or infractions of a severe nature can result in disenrollment from the program at the discretion of the Early Childhood Learning Center Director.

- Chronically disruptive behavior is defined as being disrespectful to staff, disobeying the rules, bullying others or creating an unsafe situation for the child or others in the program.
- More serious infractions which are grounds for immediate disenrollment include but are not limited to: leaving the program, possessing illegal materials, hurting another child including a sibling, or any extreme behavior which endangers the child, other children, staff or the program.
- Students will be held to St. Cecilia's Code of Conduct while in the aftercare program. The Code of Conduct can be found in your student handbook.

Note: Parents and other adults are expected to model safe and respectful behavior as well. Be aware harsh verbal or physical punishment on-site by any adult, whether a St. Cecilia staff member or a parent is not acceptable.

Parent Responsibilities

- Keep program staff informed of changes in contact information or attendance.
- Submit all required paperwork within 5 days of enrollment.
- You must sign your child out of the program in the afterschool program daily. State licensing requires that a responsible designated adult sign children in and out each day (must be 18 years or older) with the time of departure indicated. It is also a safety feature to protect your child.
- Our program closes at 6:00 p.m. Please be on time to pick up your child. If you find that you are running late, please arrange an alternate to pick up your child and notify the program.
There is a \$1.00 cent per minute late fee that should be paid to the staff member when picking up your child.
- Continued use of the aftercare requires families to keep their account balances current and students to abide by the aftercare rules. The cost of our aftercare program is \$3:00/half hour. We will round up to the nearest half hour.
- Until staff become familiar with you, it will be necessary to show identification when picking up your child. Children are released only to adults authorized by the parent on the release form. Please be sure to include all persons your child can be released to.
- Parents are responsible for any damages caused by their child's actions to school facilities, school property or another child's personal property.
- St. Cecilia School is not responsible for lost or stolen items.
- Parents are to conduct themselves in a professional manner at all times to other children, parents and St. Cecilia staff.
- It is the parent's responsibility to read, understand and comply with the contents of this handout.

Name of children

I/We have read the St. Cecilia Parent Aftercare Handbook and agree to abide by the policies and procedures stated therein.

Date

Parent/Guardian Name

Parent/Guardian Signature