

ST. LOUIS ACADEMY CATHOLIC SCHOOL CHILD CARE HANDBOOK 2017-2018 SCHOOL YEAR

Morning Care Director: Rachel Speith

After Care Director: Sue Schaffer

School Office: 749-5815

At St. Louis Academy, all children will be challenged to reach their full potential academically, socially and spiritually.

PURPOSE

The purpose of St. Louis Academy Child Care is to provide convenient before and after school care for our school families. It is our desire to create a safe, structured, stimulating environment, which promotes Christian development for all of our students who utilize the program. All procedures and expectations are to ensure a safe environment for all involved. Thank you for your support!

REGISTRATION

Any family wishing to use the St. Louis Academy Child Care Program must have a registration form on file with the Childcare Director. This form needs to be completed each school year. Students cannot enter the childcare program either as regular care or drop-in without being registered. Registration forms are available in the school office.

REGISTERED MEMBER FEES

MORNING CARE FEES (Payments spread over 10 months)

- 1 Child for the year- \$270.00 - Monthly payments of \$27.00 [\$1.50 a day]
- 1 Child (PREK3) - \$108 – Monthly payments of \$10.80
- 1 Child (PREK4) - \$162 – Monthly payments of \$16.20
- 2 Children for the year- \$450.00 - Monthly payments of \$45.00 [\$2.50 a day]
- 2 Children (1 in PREK) - \$378.00 – Monthly payments of \$37.80
- 3 or More Children for the year- \$630.00 - Monthly payments of \$63.00 [\$3.50 a day]
- 3 or More Children (1 in PREK) - \$486.00 – Monthly payments of \$48.60

AFTER CARE FEES (Payments spread over 10 months)

- 1 Child for the year- \$1440.00 - Monthly payments of \$144.00 [\$8.00 a day]
- 1 Child (PREK3) - \$576 – Monthly payments of \$57.60
- 1 Child (PREK4) - \$846 – Monthly payments of \$84.60
- 2 Children for the year- \$1,800.00 - Monthly payments of \$180.00 [\$10.00 a day]
- 2 Children (1 in PREK) - \$1656 – Monthly payments of \$165.60
- 3 or More Children for the year- \$2,160.00 - Monthly payments of \$216.00 [\$12.00 a day]
- 3 or More Children (1 in PREK) - \$1872.00 – Monthly payments of \$187.20

DAILY FEES FOR DROP-IN/DELAYS

\$8.50 per day - per child - To be paid the day of service

LATE PICK UP FEES

There will be a fine for students picked up after 6:00 p.m.

- 6:01 - 6:05 p.m. - \$1.00 per child
- 6:06 - 6:11 p.m. - \$2.00 per child
- 6:12 p.m. and later - \$5.00 a minute per child

PAYMENT POLICY

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The St. Louis Academy Catholic Child Care program is a service created for convenience and is provided for families of St. Louis Academy. As a business, it is important that the program can be self-funded through the fees outlined above. Families will be billed monthly for services used. Payment for the Child Care program should be made through the school office with a check made out to St. Louis Academy, with the words "Child Care" written in the memo. Delinquent payments will result in the suspension of services for your family.

DAYS AND HOURS OF OPERATION

For the 2017/2018 School Year, Morning Care and After Care will begin on Monday, August 14, 2017, and will end on Tuesday, May 22, 2018.

The Morning Care program will operate Monday through Friday, 6:30 a.m. to 7:35 a.m., and the After Care program will operate Monday, Tuesday, Thursday, and Friday, from 3:00 p.m. to 6:00 p.m., and on Wednesdays from 2:30 p.m. to 6:00 p.m.

DELAYS - In case of a delay, we will not offer morning care.

SCHOOL CANCELLATIONS - If school is closed (weather, emergency, etc.), all Child Care is closed.

ARRIVAL AND DEPARTURE ADULT SIGN IN/OUT REQUIRED

Children must be signed in and out daily by an adult to ensure child safety and parent communication.

COMMUNICATION/CONCERNS

Communication between parents and staff members is encouraged. Please contact the director if there is a question or concern.

HOMEWORK

A homework room will be open between 3:30 p.m. and 4:30 p.m. It is the responsibility of students to see that their homework is completed. Students who wish to do homework may go to the homework room. As weather permits, students who wish to complete their homework at recess may take their work outside.

A quiet, supervised room will be provided to allow students to do their homework as staff and space allow. Please note, however, although willing to help students with homework, supervisors are not tutors, nor can we take the place of parents in this area. Student assignments that require lengthy detail, or one-on-one attention (daily oral reading, science projects, etc.), will usually require parental attention at home.

IDENTIFICATION OF CLOTHING, BOOK BAGS, ETC.

Please label all personal items with your child's name. St. Louis Academy is not responsible for lost items.

ILLNESS

If your child is ill do not send him/her to childcare. An ill child must be symptom-free for 24 hours prior to returning to the program. If a child becomes ill during the program, the parent will be notified immediately, so the child can be picked up.

INJURY

The care provider will attend minor scrapes and scratches. Should the injury be more involved, the parent will be notified immediately.

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MEDICATIONS

In compliance with Indiana State Law, staff members may not administer any medications to your child.

LOCATION

The main area of care is located in the Parish Hall (GYM). Please use the front entrance only. The Art Room, Atrium, or a room in the mobile unit classrooms may also be used as a supervised study area.

OBJECTIONABLE MATERIALS

Dangerous or objectionable items will be removed from children. These will be returned to parents at pickup time. Children should not bring their own toys, games, trading cards, etc.

PICK-UP AUTHORIZATION

The name of the person picking up the child must be on the registration form or a note sent with the child. In case of emergency, verbal or written notification can be left with office staff. To ensure student safety, students will not be allowed to leave with an adult who is not listed on the registration form unless verbal or written permission has been obtained by childcare staff.

SNACKS

A snack will be provided each afternoon. A variety of foods will be offered that your child will be encouraged to try. If your child has a food allergy, snack arrangements should be made with the childcare director. Please do not send additional snack foods with your child. If your child has special snack needs due to braces or other conditions, your child may bring his/her own snack.

STUDENT PROCEDURES AND EXPECTATIONS

BEHAVIOR

All school behavior expectations will continue in place for all students in the Child Care program. Students who do not behave in the appropriate manner will face consequences. A time out may be used in most instances. For most infractions, a disciplinary form will be sent home to inform parents of any behavior issues. This form is to be signed and returned the following school day. For repeated behavior problems or serious infractions, a student may be suspended or expelled from the program by the principal in consultation with the childcare director.

DAILY STUDENT CHECK IN REQUIRED

To ensure student safety, the whereabouts of students must be known/communicated to a teacher/supervisor at all times while at school. Therefore, all students using aftercare must first check in and be accounted for before permission to leave the room for any reason, other than emergency, will be permitted. Once attendance has been taken, students may then ask to use the restroom or drinking fountain. No student is to leave the aftercare room or play area without supervisor permission. On occasion, students who use aftercare have after school obligations/activities, such as: tutoring, music or band lessons, detention, athletics, etc. Again, for safety and accountability reasons, all childcare students who have after school obligations/activities, must come to aftercare first to be checked in, seek permission from the supervisors, and then sign out as to where they will be.

DAILY STUDENT PROCEDURES

1. Following the dismissal bell, students going to After Care must report to the front school steps. The After Care staff will be escorting the students to the Parish Hall.

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2. Upon entering the room, book bags and belongings are to be placed in their designated area. Students are to remain in their school uniform during After Care.
3. After book bags and belongings are situated, the supervisors will take attendance.
4. Follow attendance, students will be given a snack. If weather permits, snacks may be enjoyed outside. If a student does not want to take a drink or snack that is offered they are not obligated to take one. Snack time is held during the first 30 minutes of After Care.
5. After eating snacks, students will be able to enjoy some recess time.
6. Students will have an opportunity for supervised homework time between 3:30 and 4:30.

RECESS TIME

1. After snack has been eaten, and cleanup is complete, recess is scheduled. If weather permits students will go outside. If we have inclement weather students will play in the parish hall.
2. For outdoor recess, unless the temperature is above 60 degrees, students must wear a coat. Those who do not want to wear their winter coats should bring lighter coats, sweatshirts, or sweaters.
3. Students are allowed to play in snow only if properly dressed (boots, hats, gloves, snow pants, etc.).
4. Aftercare students will follow all directives of the supervisors. Failure to heed the directives of the supervisors may result in a time-out, being sent inside, or other discipline measures as needed.

PLAYGROUND RULES

1. All playground rules followed during school time apply to childcare time.
2. Supervisors will review the rules for playground use annually with students to ensure safety.

STUDENTS RETURNING TO THE CLASSROOM

The priority of our Child Care staffing is to provide supervision to all students. Therefore, students will not be allowed in any classroom to retrieve forgotten homework assignments, books, clothing, etc. Students are encouraged to remember books, boots, hats, gloves, assignments, notes, etc. After leaving the main school building, if students have forgotten anything, they will have to wait until the next day.

HOMEWORK ROOM EXPECTATIONS

1. So that all may have a quiet atmosphere in which to concentrate and study, there is to be no talking in the homework room. The only exception is when a staff member is helping a student.
2. Students who talk or are disruptive in the homework room will be sent out of the room and directed where to go by the After Care staff. Students who repeatedly disrupt the calm of the homework room may be banned from the room.

GAME AND CRAFT TIME

After recess time, students will be directed to an area for game and craft time. Once all have been seated and settled down, students will be allowed to play games or work with crafts (if there is craft time scheduled for that day).

