



St. Edward School After School Care Program 2023-2024 School Year

- Time:** 3:00-5:30 p.m. on Monday, Tuesday, Thursday, and Friday (on full days of school)
3:00-5:00 p.m. on Wednesdays (on full days of school)
Students not picked up by 3:05pm will be sent to After Care until their parent arrives and charged for After Care services. See below for cost.
- Days of Operation:** First full day of school and conclude on the last full day of school.
- After School Care is NOT offered on these Early Release days.**
November 21, December 21, February 2, March 22, April 25, May 10, May 31.
- Place:** First classroom across from office
- Pick up:** Inside north door of school. Ring doorbell and wait.
- Procedure:** There will be an adult supervisor with the children at all times. They will have opportunity for drink and snack that they bring. If the weather is nice they will be able to go out and play. The supervisor will be able to help with homework. Students will play games and other guided activities will also take place. Mrs. Cowart will oversee the program.
- Cost:** **After Care will use a PREPAID punch card.** The cost of After Care will be \$2 for each 1/2 hour your child is there. For example, if you pick up your child at 3:35 pm you will owe \$4 for that day. At pick up you will need to bring your punch card or purchase a new one. We will not be keeping track of how many punches you have left on a card so it is important to keep your card in a safe place. **For early release days (no After School Care is provided), a \$10 charge per student will be applied if the student is not picked up by 11:35 am.** Any student picked up after 5:30 pm (or after 5:00 on Wednesdays) will be charged a **\$20 fee up to 20 minutes. After 20 minutes, we will contact authorities.** After the second occurrence, the After School Care privilege will be revoked.
- Since this is a prepaid program, if your family is not paid on the day your child uses aftercare, you will not be able to use after care until you are paid up.**
- Registration:** The registration fee is **\$25.00 per family** and applies to both set schedule and drop-in programs. Registration materials can be picked up in the office or sent home upon request and are also found on the school website. **All students that utilize After Care will be charged the registration fee regardless of number of times after care is used.** Students not registered that stay in After Care will be charged \$10 per ½ hour until the registration fee is paid in full. This includes late pick ups after 3:05pm at the end of the school day.
- Before Care:** The building will be open at 7:15 a.m. for Before Care drop-off. There is no charge for Before Care drop-off. Before care is held in the PreK-3 year old classroom.



St. Edward School—After School Care Program Behavior Code of Conduct

The goal of the After School Care Program is to promote positive behavior and treat all children equally. Staff will attempt to avoid discipline problems by planning activities that are fun and educational and by arranging the play spaces appropriately. Clear rules will be set. All of the children are expected to follow all of the following rules and the rules that are posted at the site. Because the children are aware of the rules, if they choose not to follow them, they also choose to have staff implement the behavior code of conduct. Each situation will be handled on a case by case basis.

Expectations

1. Respect one another—encouraging others rather than putting them down.
 - a. Do not use offensive or negative language
 - b. Respect each other’s personal space
 - c. Show good sportsmanship and follow all the rules to all games played
2. Respect the staff—ask permission
 - a. Address the staff by name only
 - b. Trust the staff to make good decisions
 - c. Follow directions
3. Respect the environment—always use equipment and furniture for the purpose it was designed.
 - a. Walk, do not run inside the building
 - b. Report all broken equipment immediately
 - c. Care for our outdoor and indoor surroundings

Implementation of the Code of Conduct

- 1st Occurrence: The child will be taken away from the situation, the behavior will be identified and its inappropriateness will be addressed. The child will be informed of the consequences if this behavior continues.
- 2nd Occurrence: Parents will be contacted within 24 hours of the incident
- 3rd Occurrence: Parent will be contacted immediately and asked to pick up their child from the program immediately. A one day suspension will be implemented.
- 4th Occurrence: Parents will be contacted immediately and asked to pick up their child from the program immediately. A one week suspension will be implemented.
- 5th Occurrence: Parents will be contacted immediately and asked to pick up their child from the program immediately. The child will be removed from the program.

** Certain behaviors will be punishable by skipping directly to steps 3, 4 or 5.

*** In cases regarding disciplinary action, program refunds will not be given.



St. Edward School—After School Care

2023-2024 Registration

Name of Child 1: _____ Age: _____

Name of Child 2: _____ Age: _____

Name of Child 3: _____ Age: _____

Phone: _____

Emergency contact: _____

Please include a check for \$25.00 made out to St. Edward School, or cash, with your registration.

Schedule for After School Care Program:

Please include anticipated dates and times you would use the After School Care Program.

Monday	Tuesday	Wednesday	Thursday	Friday

Comments:

Parent Signature: _____

Office use—

Registration fee paid Date: _____ Cash ____ Check (#) _____