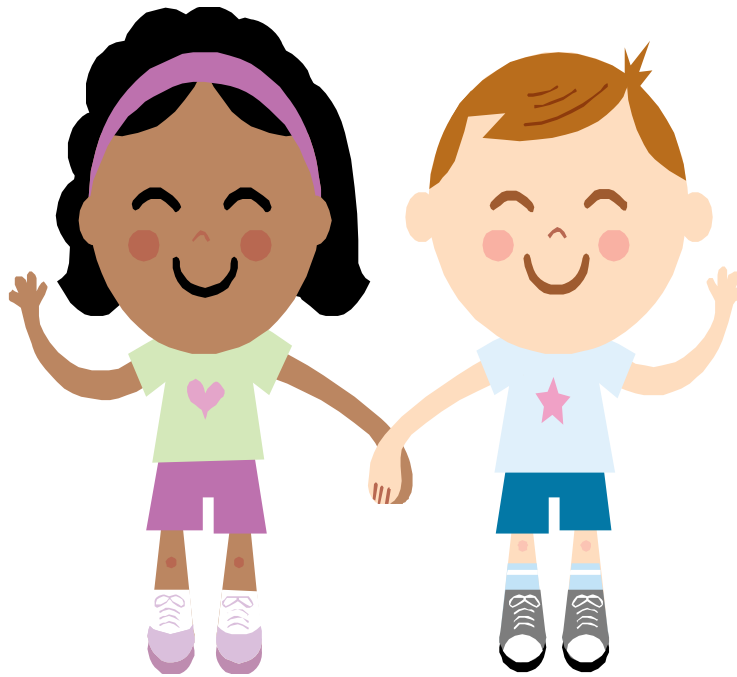


Sacred Heart School Aftercare Program 2019-2020



Policies and Procedures

Sacred Heart School Aftercare Program

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Hours of Operation



Monday-Friday

- 2:40-3:00- Children meet in assigned location
- 3:05-3:20- Snack time
- 3:30-5:00- Homework if needed/Scheduled Activities
- 5:00-5:30- Free play
- 5:30-5:45- Prepare for pick-up
- 6:00 Aftercare closes

Noon Dismissal

- 12:00-1:00- Lunch time
- 1:00-2:30 - Homework if needed
- 2:30-3:30- Scheduled Activities
- 3:30-3:50- Snack time
- 3:50-5:30- Movies/Games
- 5:30-5:45- Prepare for pick-up
- 6:00 Aftercare closes

For every minute that a child is left in Aftercare after 6:00 p.m., the parent will be charged a late fee of \$1.00 per minute. The fee will be collected at the time of the parent's arrival that day.

Policies and Procedures

In addition to the policies and procedures contained in the Sacred Heart School Parent/Student Handbook, these particular rules apply.

1. As well as uniform shoes, children may wear sneakers in Aftercare
2. Quiet time will be observed during homework
3. Children will come to Aftercare immediately after school is dismissed
4. No toys, I-Pods, cameras, cell phones or electronic devices are permitted unless authorized

Children are expected to follow the Sacred Heart School Policies and Procedures. Failure to do so will result in the following consequences.

- 1st offense: a warning
- 2nd offense: a time-out
- 3rd offense: send to the Director Office

Should a child be sent to the Director's office, the following consequences will occur:

- 1st offense: a conference with the child
- 2nd offense: a conference with child and parent
- 3rd offense: a conference with the school counselor or principal
- 4th offense: possible expulsion from the Aftercare Program

Fees

Please monitor your payments and balances online.

Full-Time \$160.00 per month

All full-time fees are due on the 1st of the month. There will be a \$10.00 late fee for any payment received after.

Part-time \$15.00 per day

All part-time fees are due at the beginning of the following month by the 5th. There will be a \$10.00 late fee for any payment received after. An email will be sent to the parent if the fee is late.

If an account becomes two (2) months overdue, the child may be removed from the Aftercare Program until the account is paid in full. Please monitor your payments and balances. No refund will be given. Please contact the Aftercare director if there are any problems or concerns.

Make payments to Sacred Heart School Aftercare Program and put child's name on the memo line.

Only parents of the part-time children will receive a statement at the beginning of the following month for the days in which the children attended Aftercare.

Pick-Up

Every parent or authorized adult must enter through the Gym Commons door and sign your child out. There are no exceptions to this policy. Only persons authorized on the Aftercare registration form will be allowed to pick up a child. If anyone other than the parent or other authorized adult will be picking up a child, the child must bring a signed note from the parent identifying the person. Anyone picking up a child for the first time will be asked to show identification. **No phone calls, please.**

Visitors in the building after 3pm for any reason will have to sign in and leave an ID with the Aftercare office.

Late Pick-Up

As previously stated for every minute that a child is left in Aftercare after 6:00 p.m., the parent will be charged a late fee of \$1.00 per minute. The fee will be collected at the time of the parent's arrival that day. If there is an emergency please call 662-349-0900 ext. 141.

If a parent has been late more than three times, his/her child may be removed from the Aftercare Program. We are aware that emergencies can happen and we are willing to assist you in whatever way is possible.

Inclement Weather

In the event that Sacred Heart School is closed due to inclement weather, the Aftercare Program will also be closed. If school is in session and snow or ice accumulation causes early dismissal, Aftercare will remain open until all children are picked up. You will be contacted by School Reach if we need to close during the school day. Parents should pick up their child as soon as possible for their safety and the safety of the Aftercare staff. *If unusual circumstances warrant the closing of school during school hours, attempts will be made to communicate the closing through School Reach.*

School Holidays

Aftercare will be closed whenever Sacred Heart School is closed. If there are any changes from this policy, the parent will be informed.

Health and Dispensing of Medications

Please see the appropriate section of Sacred Heart School Parent/Student Handbook.

Allergies

Please see the appropriate section of Sacred Heart School Parent/Student Handbook. **List any allergies that your child may have on the Aftercare Registration Form.**

Snacks

In consultation with area schools, we provide a nutritional snack. Some children may need an additional snack. Parents may send a snack of their choice to supplement our snack. These snacks will need to be eaten during the regular snack time.

Telephone Calls

Children are not to place telephone calls while in Aftercare. In the event of an emergency, the Aftercare office will place the call. Calls for permission to attend parties will not be permitted. These matters should be taken care of at home. Parents are asked not to telephone a student during Aftercare hours unless there is an emergency. Children are not permitted to possess cell phones at the school or in the Aftercare Program.

Enrichment Activities

Children participating in enrichment activities or other school sponsored extracurricular activities must first report to their Aftercare teacher. The parents must fill out and sign an Aftercare Enrichment Activity permission form. This form will then be filed in the Aftercare office. **The activity's adult sponsor will sign out the child.** Such activities include, but are not limited to karate, cheerleader, baseball, tutoring, art, volleyball, basketball, band, robot club, etc.

Electronic /Toy Day

Children are allowed on an authorized day to bring an electronic device or toy of their choice. Please label all belongings and place them in a Ziploc bag. Aftercare will not be responsible for lost or damaged electronics/toys. Children are not allowed to take photographs of other children on their electronic device.

Computer Lab Day

The children are able to enjoy the Computer Lab one day a week. Please see the appropriate section of Sacred Heart School Parent/Student Handbook.

Dress Code and Out of Uniform

During Aftercare the children are able to dress out of uniform as long as their clothing is appropriate. Please see the appropriate section of the Sacred Heart School Parent/Student Handbook.

Returning to a Classroom

Children are not allowed to return to their classroom once they have arrived in Aftercare. All children should be prepared to go home for the day when they leave their classrooms.

Homework Time

Children in kindergarten–eight grade have the opportunity to do their homework. If you would like for your child to complete his/her homework while in Aftercare please send a letter or an email to the Aftercare office. They must have all their homework supplies with them (paper, pencil, etc.) as Aftercare is not equipped to furnish these.

Process for Addressing Discipline Concerns or Grievances

Parents who have concerns or grievances about an Aftercare staff member's disciplinary actions shall first discuss them with the staff member. All parties shall attempt to resolve the grievance at this level. If no satisfaction is possible at this level, the parents shall appeal to the Aftercare director.

The Aftercare director shall meet with the student, parents, and staff member in an attempt to resolve the grievance. The director shall be careful to address the concerns of the parents while, at the same time, being respectful to the rights of the staff member. The director, after meeting with all the parties concerned, will make the decision concerning the grievance.

After the meeting with the staff member and the director, the parents may, if still not satisfied with the decision of the director, appeal to the principal of Sacred Heart School.

The principal shall review the matter and attempt to resolve it. If this is not possible, the principal shall issue a decision on the appeal and that decision is final.

Appeals to the next level will not be considered until the appeal has been addressed on the previous level. All grievances should be addressed on the lowest level possible. Appeals to parties outside of this process will be referred to the principal. The principal will direct the concerns to the appropriate parties.

Sacred Heart School Aftercare Program Parent Agreement Form

I have received a copy of the Sacred Heart School Aftercare Parent/ Child Handbook. I understand the contents of the handbook. I have discussed the contents with my child (ren) and agree to support and comply with the policies and procedures of both Sacred Heart School and the Aftercare Program.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Child Name

Homeroom Teacher

Child Name

Homeroom Teacher

Child Name

Homeroom Teacher

Please fill out this form and sign it. Once you have done so, please detach it from the handbook and return it to the Aftercare office.

This is a mandatory document that must be kept on file in the Aftercare office.

