

St. Thomas Catholic Elementary School After School Care Program Catholic Diocese of Peoria

Mission Statement: St. Thomas After-School Care is designed to assist parents and children of St. Thomas School families by providing After School Care in a nurturing environment with the philosophical and spiritual framework as St. Thomas Catholic School during after-school hours.

Pastor: Fr. Bo Schmitt

Principal: Gwendolyn M. Roche

Phone: (217) 684-2309

Hours:

School Days: Monday through Friday
2:45 p.m. to 5:45 p.m.

Early Dismissal Days: Monday through Friday
11:45 a.m. to 5:45 p.m.

- Beginning in August on the first day of school
- Concluding on the last full day of school in May/June
- There will be NO After School Care on “No School” days. Such days consist of snow days, holidays, winter/spring break, in-service days, or any other day in which instruction is not provided.
- There will be NO After-School Care on days when there has been an early dismissal due to an emergency closing of St. Thomas School.
- There will be NO After-School Care on Grandpeople’s Day and Fun Day.

I. General Information

Structure

- Supervised study/homework time will be provided.
- Activities will be structured to meet the unique needs of each child, including arts and crafts, board games, computer games and learning programs, physical recreation, group projects, free choice activities, and individual tasks.
- Quiet time will also be made available each day for homework time.
- Nutritious snacks will be provided.

Staff

Competent, responsible, and trained staff plan and supervise the structured and unstructured activities. The staff to child ratio shall be adequate to ensure proper care for the children in the After School Care Program and shall not exceed the teacher to student ratio mandated by the State of Illinois.

II. Policies and Procedures

Enrollment

- Children must be students of St. Thomas Catholic School in grades K – 8th grade
- Siblings of St. Thomas School children are also eligible to participate in After-School Care if they are at least 4 years of age and older and have registration and emergency papers submitted.
- Registration forms are available in the school office and/or from the After School Care providers.
- Children will be accepted on a first-come, first-serve basis.
- A non-refundable \$10.00 per family registration fee must be received by the After School Care for purposes of determining available slots in After School Care.
- The child requesting full-time care (4-5 days a week) is given priority over those requesting part-time participation (3 days or less a week).
- If a child cannot be included in the After School Care program due to full enrollment, the child will be placed on a waiting list. The wait-list children will be placed in the program on a first-come, first-serve basis, subject to priority for full-time care (4-5 days each week).
- If the number of children on the wait-list is sufficient to warrant additional After School Care providers, additional care providers will be added to the program.
- At this time, and to ensure adequate care is provided to all program participants, full registration in the program will be required for After School Care children. Drop-in/drop-off care cannot be accommodated due to staffing requirements mandated by the State of Illinois.
- Similarly, guests or non-enrolled siblings of children enrolled in the After School Care program may not attend the program, nor may they be present during activities sponsored by the After School Care program, including but not limited to recreation in the gymnasium and/or on the school playground during After School Care hours.
- If a child is scheduled for After School Care on a particular day, it is the parents' responsibility to notify the school office (684-2309) before 2:30 p.m. of that day if there are **any changes** in the child's attendance for After School Care.

Quick Pick-Ups

To the extent that capacity in the After-School Care program permits, Quick Pick-Up arrangements may be available.

- The Quick Pick-Ups will include a child who is waiting for pick-up no later than 3:30 p.m. on full school days or 12:30 p.m. on half school days.
- Fees for participation in the Quick Pick-Up program will be \$3.00/1 child; \$6.00/2 children; \$9.00/3 or more children each day, and subject to all other terms of the After School Care handbook, including but not limited to the \$10.00 non-refundable registration fee and advance scheduling requirements.

Payment

Parents must commit to an After School Care schedule which will determine the amount of After School Care fees due each month.

- The After School Care fees are determined by the submitted schedules, and not the number of days the students actually attends.
- The rate of payment shall be:
 - \$6.00 per day for (1) child
 - \$10.00 per day for (2) children
 - \$15.00 per day for (3) or more children
- \$9.00 per early school dismissal for (1) child; \$18.00 (2) or more children
- \$3.00 per quick pick-up pursuant to above terms per child;
- A late fee of \$1.00 per minute will be assessed for each minute after 5:45 p.m. a child remains in After School Care, due immediately upon child pick-up that day.
- Reimbursement for purchased After School Care not provided due to weather conditions only will be provided by way of a credit toward the following month's After School Care charges.
- Payments shall be made directly to the school office. Receipts will be available for cash payments, if requested.
- The After School Care schedule anticipated by the parents shall be submitted to the After School Care provider by the 1st of each month.
- After-School Care payments are due no later than the 10th of each month for the After School Care schedule for that month.
- Payment for August After School Care will be due at school Sign-Up/Fee Day.
- Fees are the sole support of the After School Care program. The program is not subsidized by the school or the parish. For this reason, we regret that we are unable to offer free or reduced fee care for the many parents who volunteer their time for afterschool activities.

Sign In/Sign Out

- Students are responsible for signing in each day as they arrive for After School Care.
- Parents are required to personally sign children out each day upon departure. Those persons authorized to pick-up your child must do the same. Those unfamiliar to staff may be asked to present identification.
- Students will be released only to parents or other adults as specifically authorized, in advance and in writing, by the parents.
- Upon arrival of the parent or any other authorized adult, After School Care will not be responsible for any further care for that student on that date unless specific arrangements are made in advance and in writing.
- A written and signed authorization by the parent must be on file with the After School Care program indicating that a child may leave the After School Care program on their own to attend a school sponsored event. The authorization must state the specified time and date of departure and return to the program.

Snacks

Snacks will be provided for After School Care participants. If your child has any food restrictions or allergies, please indicate this information on the Medical Information form.

Lunch On Early Dismissal School Days

Children are responsible for bringing their own lunches on early dismissal days.

Playground

- Every child, unless excused by reason of health, is expected to participate in organized games with the other children in the After School Care Program.
- In bad weather, all children will remain indoors.
- If snow is on the ground, children are to wear boots or have a change of shoes available.
- In winter weather, hats, gloves, and scarves are highly recommended.
- Throwing rocks, sand, snowballs, or other similar items is strictly forbidden.
- Wrestling of any kind is not allowed.
- The same behavior expectations exist during the After School Care Program as exist during the school day.

Phone Calls

After School Care providers and children will not be called to the phone during After School Care hours unless there is an emergency. The school phone system will ring throughout the building in the event that the school office is closed prior to the close of the After School Care Program. Parents should call 217-684-2309 to notify staff of changes in scheduled pick-ups.

Injuries

Any student injured in the course of After School Care should report the injury to the After School Care providers immediately. If this injury is not serious, After School Care providers will inform the parent at the end of the day so that additional attention may be given at home. In the event of a serious injury, After School Care providers will contact parents in accordance with instructions provided on the contact information sheet. An accident report shall be completed and kept on file in the school office.

Emergencies

The safety of the children in After School Care will be ensured through drills and precautionary measures to be followed in the event of disaster or imminent danger.

Emergency Closing

When unforeseen closing of St. Thomas School is necessary, there will be NO After School Care provided. Children will be dismissed with all St. Thomas School children pursuant to normal dismissal procedures.

Termination From After School Care Program

Participation in the After School Care Program is a privilege, not a right. Thus, termination of a child from the After School Care Program shall occur for the following reasons:

- Failure to pay After School Care charges in a timely fashion
- Failure to observe After School Care rules for arrival and departure of a child
- Failure to observe After School Care policies and procedures
- Inability of the After School Care program to adequately meet the needs of an individual child.

Incorporation of Student Handbook

Except as otherwise noted herein, the *St. Thomas Catholic Elementary School Student Handbook* is incorporated by reference herein for all other provisions applicable to After School Care, including but not limited to:

- Discipline
- Illness/Medication/Medical Information
- Internet Usage
- Non-Discrimination
- Privacy
- Student-to-Student Harassment

Revised/Updated July 2011