

ST. ANASTASIA CATHOLIC SCHOOL
2018-2019 AFTERCARE POLICIES AND PROCEDURES

SCHEDULE: The After Care Program is available on days that school is in session. After Care hours will be from the conclusion of dismissal until 5:30 p.m. on regular dismissal days and noon dismissal days.

SUPERVISION: - St. Anastasia School employs a Supervisor of the Program and several assistants. A minimum of two responsible adults are on duty up until 5:30 p.m.

REGISTRATION FORM: - Please complete and return the attached After Care Application and Emergency Form if your child will be attending after care. The After Care Supervisor must have this form on file.

GRADES K-8 AFTER CARE FEE SCHEDULE – Per Student				
Regular School Day	3:25 - 4:00 p.m.	3:25 – 5:30 p.m.	After 5:31 p.m.	
Cost per day	\$3.00	\$5.00	\$2 per minute	
Noon Dismissal Day	12:25 - 1:00 p.m.	12:25 – 3:00 p.m.	12:25 – 5:30 p.m.	After 5:31 p.m.
Cost per day	\$3.00	\$5.00	\$10.00	\$2 per minute

PRE-SCHOOL AFTER CARE FEE SCHEDULE – Per Student				
Regular School Day	3:00 - 4:00 p.m.	3:00 – 5:30 p.m.	After 5:31 p.m.	
Cost per day	\$3.00	\$5.00	\$2 per minute	
Noon Dismissal Day	12:00 - 1:00 p.m.	12:00 – 3:00 p.m.	12:00 – 5:30 p.m.	After 5:31 p.m.
Cost per day	\$3.00	\$5.00	\$10.00	\$2 per minute

PAYMENT PROCEDURES: After Care charges will be charged to your RenWeb Parents Web account. If you do not have a RenWeb account please visit the school's website for directions and a link to RenWeb. If you have any questions after your account is set up, please contact Stacey Garcia at 461-2232, extension 1006, or sgarcia@sta.school.

Noon Dismissal Days: Please pack a lunch on noon dismissal days. A full lunch will **NOT** be provided on these days. At the conclusion of dismissal we will have slices of pizza provided by Big Apple Pizza that students attending After Care may purchase.

Aftercare Options: Options may be available at various times of the year. When offered, the options will be announced to the students and will run from the conclusion of dismissal until 4:30 p.m. At 4:30, the children will be escorted to the Pavilion.

Behavior: St. Anastasia reserves the right to exclude or dismiss any student, because of misbehavior or other reasons, from the After Care Program.

Check-In: After dismissal, students will be escorted to the Media Center for After Care check in. If a student checks in to Playground and will be charged \$2.00 upon check in. If the student checks in to an option that is “free” the student will be charged \$.01 upon check in and a negative \$.01 upon check out.

Sign-Out: Students are released only to parents and adults designated by the parents to pick up their children. When picking up your child, please stop at the pavilion first to see if your child is there. If your child is not at the pavilion, the After Care staff will tell you where your child is located. All parents must sign out their children each day before the children leave the grounds. This is for your child's safety. Upon sign out, the parent will be charged an additional \$1.00 if the student is signed out by 4:00 p.m. or an additional \$3.00 if the student is signed out between 4:01 p.m. and 5:30 p.m. If a student is signed out after 5:30 p.m. there will be an additional \$2.00 per minute charge per student.

Classroom Use: Occasionally, we will be using classrooms during after care. We must respect the property of others in that room.

Rainy Days: On rainy days students will be in the auditorium. Students may be picked up from the north side of the auditorium.

Snacks & Clothes: Students are encouraged to pack snacks that can be consumed at the pavilion. We recommend having your child bring a change of clothing for after care.

Insurance: Students enrolled in the program are insured with the regular school insurance offered by the Diocese. The carrier for this program is Gallagher-Bassett. Like the school insurance, this is excess insurance and pays only after family policies.

Emergency Procedures: In case of a serious emergency 911 will be called, followed by a call to the parent or designated emergency contact person. If the dispatched emergency medical technician determines that the child should be transported to the hospital, the Supervisor, Principal, or the Principal's designee will try to accompany the child. Every attempt will be made to immediately contact the parents.

After Care Cell Phone: The cell phone number is 772-332-3898. This number is activated at 3:30 p.m.

If an unforeseen emergency arises and you anticipate arriving after 5:30 p.m. please call this number to make the employees aware of the situation.

We realize that families will appreciate this additional safety measure, and will respect the use of this cellular phone.

After Care Program Rules

1. Students are to show respect to the After Care employees
2. No child may leave the playground area except for the bathroom, unless signed out by authorized person. (Students may not go to John Carroll High School.)
3. Cell phones, I-Pods, or other electronics are not allowed
Students may work on school issued i-pads or tablets
4. No hard balls, bats or footballs allowed.

Playground Rules

(Please review with your child.)

1. No running or pushing on the equipment.
2. No jumping off the equipment.
3. Use equipment as designed, one at a time.
4. No balls, bats, toys, batons on equipment.
5. No hanging on soccer or volleyball nets.
6. Keep sand off the floor of the blue basketball court.
7. Students **must** check in with an After Care employee before leaving for restroom, water fountain or any other area.
8. No littering - there are several containers for garbage.
9. Children are NOT allowed in the concession stand at any time.
10. NO bullying.
11. Disrespect to others, children or adults, will not be tolerated. An office referral will result.
12. Rubber-soled shoes are recommended. No flip-flops or backless shoes allowed

**St. Anastasia Catholic School
School Year 2018-2019**

AFTERCARE APPLICATION AND EMERGENCY FORM

Child's First Name _____ **Child's Last Name** _____ **Grade** _____

Home Phone _____

Does your child have allergies and/or special needs? Yes _____ No _____

If yes, please explain _____

Father's Name _____

Home Phone _____

Work Phone _____

Cell Phone Number _____

Mother's Name _____

Home Phone _____

Work Phone _____

Cell Phone Number _____

Emergency Contacts — Please list three people (other than yourself) that we may contact if your child has an emergency situation: (Please let us know if these numbers change during the year.)

Name _____

Phone # _____

Relationship to student _____

Name _____

Phone # _____

Relationship to student _____

Name _____

Phone # _____

Relationship to student _____

By law, the following person (s) **may not** pick up my child/ren (Court order must be on file in the school office.):

Name _____

Phone _____

Name _____

Phone _____

Medical Permission Slip and After Care Rules and Financial Information

In case of medical emergency, I hereby give permission to have my child transported to a doctor or hospital for proper treatment with the understanding that I will be contacted as soon as is reasonably possible.

I have read, understand, and agree with the policies, rules, and regulations of the After Care Program. I agree to set up a RenWeb account and load funds to cover the charges incurred in a timely manner.

Signature of Parent

Date _____

Please Print Family Name