

Saint Anne Catholic School
1813 S. Maryland Parkway
School Office: 702-735-2586
After School Program: 702-423-0616

After School Program Handbook
2009 – 2010

Dr. James Machinski, Principal
Rene Gastelum, After School Program Staff
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MY LOVE FOR
YOU WILL
NEVER END



Fall 2009

To the Parents:

The following material is presented as an "Ongoing Handbook" for the Saint Anne Catholic School After School Program. We have tried to include all information considered for the basic operation of the program, but we realize that some things may have to be modified or changed. As the year progresses, you too, may have some ideas which should be included. We welcome your suggestions, as we all work together to make this a happy and worthwhile experience for both child and family.

Sincerely,

A handwritten signature in cursive script that reads "James C. Machinski, Ed.D.".

Dr. James Machinski
Principal

Introduction

The After School Program provides professional care, supervision, recreation and enrichment activities for working families who desire both parochial school education and supplementary day care in a Christian environment as an After School of the school day. The program does not discriminate on the basis of race, color, nationality and ethnic origin, age, sex, or disability in the administration of policies and procedures. Children enrolled in Saint Anne Catholic School are eligible for enrollment in After School.

This program allows children to engage in a rich diversity of growth activities within a Catholic environment. The daily sessions are planned to complement the philosophy and value systems of the school and family. Arts and crafts, recreational games, music, and rest and snack periods are just a few of the regularly scheduled activities in After School Program. Also, there is a time set aside for homework completion, with occasional tutorial assistance and resource materials available.

Within a large family environment, the program strives to provide individual attention, security, consistency and enrichment for children of working parents.

A qualified staff supervises the After School Program. These people employed on a part-time basis, work together to maintain an atmosphere wherein respect and understanding others is realized.

General Policies

Enrollment

Enrollment in the After School Program is initiated by contacting the School Office. There is an initial, non-refundable registration fee of \$30 per child payable at the time of enrollment. It is necessary to be current in the payment of the school tuition before using the services of the After School Program.

Billing

The After School Program is billed through the School Office from the 21st through the 20th of the month at the rate of \$4 per hour. Hours are billed in increments of .25 hours beginning at 3:15 p.m.¹ Payment is due the 1st of the month. Late fees will be applied to payments not received by the 11th of the month.

Program Participation

Children in attendance are encouraged to take part in all of the activities, both indoors and outdoors. It is expected that children well enough to be in school and attend the program are well enough to be full participants.

¹ If a child is picked up at 3:20 p.m, the billing will be for .25 hour. If the child is picked up at 3:30 the billing will reflect .25 hour. If the child is picked up at 3:31 p.m., the billing will be .5 hour. Specifically the billing will be as follows: 01 – 15 minutes past the hour = .25; 16 – 30 minutes past the hour, .5 hour; 31 – 45 minutes past the hour = .75 hour; 46 – 59 minutes past the hour = 1 hour.

Child Arrival

It is necessary for safety and supervision that all students check in no later than 15 minutes after class dismissal.

Meals and Snacks

The After School Program does not provide snacks. Children who are going to be staying in the After School Program must have a snack with them to eat.

Child Pickup/Late Policy

It is your responsibility to **sign your child out each day**. Children may leave the After School Program only with the parent, guardian, or other persons authorized by the parent. Authorization must be in writing. If you are contacted to pick up your child for illness or behavior problems, you must make arrangements for your child to be picked up within an hour. For this reason, it is important that you, or a responsible adult, can be reached at all times that your child is in After School care. Please keep emergency work and home numbers current.

Staff members are employed only until 6:00 PM. It is common courtesy to respect the time of closure.

Late Policy for Parents Picking Up Children After 6:00 PM

Time is based on the After School Program's clock. You are considered late after 6:00 PM. If pick up is after 6:00 PM, parents will be charged .25 hour/ per minute starting at 6:00 PM, the amount charged not to exceed \$20.00. After three instances of late pickup after 6:00 PM, parents must meet with the Principal and develop a plan for pickup and/or other alternatives, consequences.

Student Behavior

Children explore, observe, feel, interact, and learn through involvement with people and things in their world. All behaviors, even misbehavior, are learned. As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and the environment provided.

Teachers, in their role of caring for children, model and teach appropriate behavior. In keeping with basic regard for children's emotional and physical wellbeing, hitting, striking, and spanking are not allowed by staff or parents on the school grounds. In order to maintain positive behavior, children need continued support, limits, reminders, encouragement, and rewards.

General After School Student Behavior Rules

The following rules have been set to preserve the safety and welfare of all children in the After School Program. *Please discuss them with your child.* Children must be with After School staff immediately after school. Children must stay in assigned supervised areas. Children are not to be in the After School Program areas or rooms at any time unsupervised. The school parking lot, unsupervised areas, and neighboring private property are off limits. Children must have permission from the After School Program staff to leave the room or the supervised play area. Defiance toward After School Program staff is unacceptable and will not be tolerated. Children are to treat each other with courtesy and respect. Teasing, name calling, racial slurs, harassment, and

intimidation will not be tolerated. Children may not fight or encourage others to fight. Injury or the threat of injury to children or staff is not permitted. Children must respect and care for other's property. Children in After School Program must also obey the same rules of Saint Anne Catholic School.

Discipline Methods

The following are the most common disciplinary methods used in the After School Program:

1. Having the child take a time out from an activity
2. Providing a related consequence appropriate to the situation and the child's developmental level Children are taught to resolve conflict by problem-solving and discussion.

Occasional methods used in the After School Program:

1. Denying privileges such as participation in an activity or special event
2. Contacting the parent by means of a written note, phone call, or personal contact to make the parent aware of the situation
3. Referral to the school principal
4. Parent conference
5. Behavioral Contract

Rare methods used in the After School Program

1. Parent may be called to pick up child or the child may be delivered to the parent
2. Parent may be asked to repair or replace broken equipment or materials
3. Suspension from the After School Program

Homework

Each day a homework period is scheduled. It is the child's responsibility to acknowledge his/her assignment, and then to use the resources available. The After School Program staff has no way of knowing what work, if any, have been assigned to which student. For the benefit of all, behavior disturbances will not be tolerated in study hall. If your child is removed from study hall, a note will be sent home that evening as to why your student did not work on his/her homework. Your support and cooperation with our study hall procedures are very much appreciated. As usual, it is important to check your children's homework each night in order to remain current with their classroom activities and to show support and interest in their academic efforts. It is not to be expected that all homework is completed during study hall.

After School Activities

After School students may be involved in tutoring, assisting a teacher, clubs, or athletic activities after school. Correspondence between the classroom teacher, coaches and the After School Program staff is necessary if a student is remaining with the teacher after school, attending an athletic practice or game, or joining in other after school activities. **It is imperative for their safety and supervision that all enrolled After School Program students check in with the Program Staff daily before taking part in other functions.**

NOTE: Brothers, sisters, and friends waiting for students involved in sports, are not allowed to be in the gym with the student involved in the particular sport. They must be supervised in the After School Program.

Phone Calls

Occasionally you may need to call your child in the After School room. Please limit these calls to times when it is absolutely necessary.

Cell Phones

Children are not allowed to use cell phones during the After School Program. Cell phones must be turned off and stored in the child's back pack.

Clothing Children are active in the program. They will be using expressive materials including paint (which may not wash out), water, mud, and so on. In addition, they will be involved in physical activities. Please identify all of your children's belongings with permanent marker.

Toys From Home

Children may not bring toys or games from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the "sharing" atmosphere encouraged in our large family environment. If a child is bringing a "show-and-tell" item for a class, it will need to remain in the child's cubby or back pack during their time in the After School Program.

Health and Emergency Policies Emergency Cards

Please keep your child's emergency care up-to-date. People on the emergency card will be contacted when a parent cannot be reached in the following situations: Late pickup
Illness, accident, or behavior problems

Please be sure that people on the emergency card are aware that they are an emergency contact and know the location of the After School Program. Children will not be released to persons whose names are not on file (on their emergency card). Appropriate identification may be required prior to releasing children from the program.

Illness

Parents should keep their child at home when signs of infection or illness appear. This is for the child's own welfare and for the welfare of others. A child is contagious at the onset of cold symptoms: weepy eyes, coughing, sneezing, runny nose, and should be kept at home until these signs disappear. At no time will a child with a fever or contagious disease be allowed to attend the After School Program.

If the child is ill or becomes ill during After School hours, the parent or guardian will be notified immediately to pick up the child within one hour.

Medication

We are unable to administer any medications during the After School Program.

Medical Emergencies The After School Program staff uses the forms on file in the School Office for medical emergencies. These files must be kept current.

FAMILY (PARENT) NAME (Please print) _____

**ACKNOWLEDGEMENT AND DISCLAIMER
REGARDING THE SAINT ANNE CATHOLIC SCHOOL
AFTER SCHOOL PROGRAM HANDBOOK 2009-2010**

My/our signature(s) below declare(s) that I/we have read the Saint Anne Catholic School After School Program Handbook 2009-2010 that is/are provided on the Saint Anne Catholic School website (<http://saintannelasvegas.org>), and I/we intend to abide by the policies of SAINT ANNE CATHOLIC SCHOOL as established by the PRINCIPAL and PARISH ADMINISTRATOR.

Signature of Father/Guardian

Signature of Mother/Guardian

NAMES OF CHILDREN AND GRADE LEVEL 2009-2010		
LAST NAME	FIRST NAME	GRADE

Date

Please sign and return this page to Saint Anne Catholic School office by September 15, 2009.

Thank you.