

HOLY CROSS CATHOLIC AFTER SCHOOL PROGRAM

POLICIES AND PROCEDURES

Holy Cross Catholic School is a Catholic Learning Community

Building Disciples of Jesus Christ

Welcome to the Holy Cross Catholic School After School Program! This handbook is provided to explain the program's policies and procedures. We hope this document will answer any questions that you may have and that you will refer to it often.

We appreciate any questions, comments, or suggestions as input is vital to the success of the After School Program. Please contact the After School Program Supervisor or the school principal if we can be of any assistance to you and your family. We welcome and encourage parents/guardians to visit our after-school program on a regular basis.

Title: Holy Cross Catholic School After School Program

Location: Holy Cross Catholic School
2633 Independence Road Hutchinson, KS 67502 620-665-6168

Room: Cafeteria/Playground

School Principal and Program Director: Mrs. Mary Garcia

Supervisors: Mary Ediger, Natalia Velazquez, Paige Seyfert

Phone Number: TBA

Program Philosophy

The purpose of the Holy Cross Catholic School After School Program is to offer families a safe and constructive after-school environment for Holy Cross students. This After School Program was developed for parents/guardians who desire both quality education and child care for their children in a Catholic environment. The objective of the After School Program is to provide age-appropriate educational, social, recreational, and creative activities which will meet each child's developmental needs.

General Information

The Holy Cross Catholic School After School Program is offered each full day school is in session. The hours of the program are from school dismissal (3:20) until 6:00 p.m. This schedule is effective on full days, except when otherwise noted. Parents/Guardians with students enrolled in the program should pay special attention to the school's monthly and weekly newsletters for information for any exceptions to the program schedule.

The After School Program at Holy Cross Catholic School offers children a wide variety of activities: study/homework time, physical play (outdoors or indoors depending upon the weather), arts and crafts. After School Program students will be provided a snack and drink on the days they attend.

Enrollment Information

Parents/Guardians are required to fill out an enrollment/emergency information form and pay a non-refundable enrollment fee of \$20.00 per family prior to student(s) attending the After School Program. Parents/Guardians may enroll children in the program at any time during the year. Students not enrolled in the program will not be allowed to participate in the after-school program, with no exceptions.

Children not picked up by 3:35 p.m. after the school day will be checked into the After School Program. Appropriate supervision for all students is provided by the school at this time by the After School Program, not the school office. If a parent makes a phone call about them running late, we thank you for this, but your child(ren) will still be checked into the After School Program. If the child(ren) is not enrolled yet, an enrollment form will be sent home and a non-refundable \$20.00 enrollment fee will be charged along with the fees for the time they were there for the day.

Staff

The personnel of Holy Cross Catholic School's After School Program consists of staff experienced in the development, care, and guidance of school-age children. The program is directed by the school principal and supervised by co-supervisors . Parents/Guardians with concerns about their children should feel free to contact the After School Program Supervisor or the HCCS Principal.

Procedures

One of the main features of the HCCS After School Program is safety for the children. To help ensure a safe and orderly program, please keep these rules in mind and follow them closely:

1. Parents/Guardians must meet the program staff and sign children out before taking them from the program. Students are not allowed to sign themselves out. Siblings that are 7th grade and above will be able to sign students out as long as they are on the pick up list.
2. Students alone are not allowed to notify staff when leaving; contact with parent/guardian is mandatory.
3. Parent/Guardian must notify the school in advance if someone other than the parent/guardian or people on the pick up list, is to pick up their child(ren). This includes situations when the student goes home with a friend. Children are not permitted to call parent/guardian to make alternative after-school arrangements.
4. No child is permitted to leave the facility without permission from the After School Staff. In addition, children must get permission from staff before leaving the group for any reason (rest room, drink, get supplies, etc).
5. Emergency information must be filled out completely and kept up-to-date for each child. This gives staff the necessary guidance when seeking medical help. Parents/Guardians understand that if instructions given cannot be followed at the time of the emergency, program staff will act according to their best judgment for the welfare and safety of the child.

Discipline

The Holy Cross Catholic School After School Program is an extension of the school program. Students participating in the program are expected to conduct themselves in accordance with established school behavior guidelines. As members of the HCCS community, all children are to show respect toward themselves, the staff, other students, program facilities and materials. If disciplinary action is needed, a uniform procedure will be followed:

1. Sitting-out (parents/guardians notified verbally).
2. Staff member(s) will counsel the child(ren) and may, based upon the situation, refer the child(ren) to the principal (parents/guardians notified verbally).
3. Serious/repetitive behavior problems may result in suspension or expulsion from the program. Before suspension or expulsion of a child from the After School Program, the child(ren) and parent/guardian will conference with Program Supervisors and Principal. Suspension or expulsion of a child from the After School Program is at the discretion of the principal.

Since the HCCS After School Program exists to provide children with an enriching and safe environment for ALL students and staff, support of program guidelines is necessary from students, families and staff alike.

Homework Room

Students who have homework can take advantage of working on it from 3:45- 4:30 p.m. daily. One or two teachers will be available daily to help students with homework needs as well.

Any after school activities including chess, music lessons, or athletics are all run through the after school program. Students who stay after school for any reason would be under the supervision of the program and parents would sign students out with staff the same as noted above.

Payment

After School Program participation fees are due weekly, unless other arrangements are made with the Program Supervisor. If financial arrangement obligations are not met, the child(ren) may not be permitted to continue in the program. Students without an enrollment fee paid will not be allowed participation in the program, with no exceptions. Fees for the program are as follows:

Enrollment fee: \$20.00 per family, non-refundable

Hourly Rates:

1 child - \$4.25 per hour

2 children - \$7.25 per hour

3 children - \$10.25 per hour

4 or more children - \$13.25 per hour

Late pick up fee: The HCCS Extension Program closes promptly at 6:00 p.m. Parents whose child(ren) remain past 6:00 p.m. must pay overtime fees as follows

- **5 - 15 minutes overtime \$5.00 per child**
- **Each additional 15 min. increment \$5.00 per child additional**

If you are late, a HCCS After School Program staff member will stay with your child(ren) until you arrive. However, program services may be withdrawn after three overtime charges are incurred. Withdrawal of HCCS After School Program services is at the discretion of the Program Supervisors and HCCS principal. Please respect the time of program closure, as staff members are employed only until 6:00 p.m.

Dress Code

Dress is an important element of the educational environment. At Holy Cross Catholic School, it is believed that personal appearance affects behavior and attitudes. Students are expected to wear their school uniforms when attending the After School Program. Students may change into special purpose outfits (for example: leotards for gymnastics class, dance clothes, sports clothes, etc.) immediately before leaving the program for the day with special permission from supervising staff.

Daily Schedule

3:20 – 3:40 Check in.

3:45 – 4:30 Homework room/tutoring (Grades 3rd-6th)

3:30 – 4:30 Large group activities inside or outside. (PreK, K-2)

4:30 Snack time

4:40 – 5:10 Crafts, board games, coloring or physical large group activity for older students

5:10 – 5:50 Choice group activity or individual play (after at least 30 minutes of physical activity)

5:50 – 6:00 Clean up.

Policies may be modified or updated as needed through the school year.