

**Curé of Ars Catholic School  
After School Care Handbook  
2019 - 2020**



Manager:  
Miss Rhiannon Mendez  
Email: [rhiannon.mendez@cureofars.com](mailto:rhiannon.mendez@cureofars.com)  
Phone: 913-648-2620 x-206

Dear Curé Families,

The Curé of Ars Catholic School After School Care program (COACSASC) is happy to welcome you and your children to our after school program!

Our program will begin on **Tuesday, August 20<sup>th</sup>, 2019**

After School Care hours are 3:30 PM - 6:00 PM

We operate on every FULL day of school. However, we will not operate on early dismissal days, days off, or cancelled school days due to weather/staff events. We have 2 separate Fridays we will NOT have After School Care due to PTO Staff Events (Friday, December 13<sup>th</sup>, 2019 & Friday, May 15<sup>th</sup>, 2020.)

We are pleased to have your child(ren) in After School Care for the 2019-2020 school year. The goal of our staff is to provide a safe, nurturing environment for those students needing care after the regular school day. Your child's well-being, happiness, safety and academic progress are of great concern to us at Curé of Ars Catholic School. We will maintain the same high standards of excellence in the after school program that is evident during the school day. We look forward to a great start and are happy you are joining our program!

### **Contacting After School Care:**

All contact information can be found on the cover sheet of this handbook.

- **Email:** Miss Mendez ([rhiannon.mendez@cureofars.com](mailto:rhiannon.mendez@cureofars.com)) Emails will be checked daily. Please include **After School Care** and **your child's name** on the *subject line of the email*.
- **Phone:** Please call the school office 913-648-2620 during regular school hours and leave a message for Miss Mendez regarding After Care. **If alternative arrangements must be made for who picks up your child(ren), After School Care must be informed before the end of the school day(by email). Leaving a message on voicemail is not acceptable notification.**

## **Days of Operation:**

The after school program will operate every FULL school day beginning August 20, 2019. We will not operate on early dismissal days or cancelled school days due to weather. *There will be **NO After School Care on Friday, December 13<sup>th</sup>, 2019 and Friday, May 15<sup>th</sup>, 2020 due to PTO Events for the Staff.***

## **Admission/Withdrawal:**

Admission is subject to availability.

Please notify Miss Mendez immediately if your child's schedule will be changing.

**Continued enrollment in our program is dependent upon TIMELY payment of fees. Payment is due the first of every month.**

If for any reason you need to withdraw a child from the program, please notify Ms. Mendez asap. Be sure to include the date of your child's final day.

## **All fees are due on the 1<sup>st</sup> of each month.**

- *Please make checks payable to Curé of Ars Catholic School Attn: After School Care. Notate the month on the check. Cash payments must be made in the correct amount. We are unable to make change.*
- **There will be a \$10 late fee assessed to late payments. A payment is considered late if received **five calendar days** after the first of each month. (All payments are due before the 6<sup>th</sup> of each month).**
- **Delinquent accounts and chronic late payments will result in suspension from the program. There will be a \$25 fee assessed for every returned check. You may give payments to Miss Mendez or the school office (label: After School Care).**

## Payment and Fee Schedule

<b><i>Kindergarten – 8<sup>th</sup> Grade</i></b>	Full Time (4-5 days)	Part Time (3 days)	Part Time (2 days)	
First Child	\$250	\$180	\$150	
Second Child	\$100	\$75	\$50	
Third Child	\$50	\$50	\$25	
Fourth or more	No additional charge	No additional charge	No additional charge	
<b><i>Preschool- JK</i></b>	Full Time (4-5 days)	Part Time (3 days)	Part Time (2 days)	
	\$205	\$125	\$85	
<b><i>Drop-In</i></b>	First Child	Second Child	Third Child	Fourth or more
Per day	\$20	\$10	\$5	No addtl.

### Late Pick Up:

Please contact Miss Mendez or the school office as early as possible if you will be late picking up your child(ren). A late fee will be charged to those parents whose child(ren) are not picked up by 6:00.

First late pick up:	6:01-6:15	\$5 per child
Second late pick up:	6:01-6:15	\$10 per child
Subsequent late pick ups:	6:01-6:15	\$15 per child

For each additional 15 minutes, there is an additional \$5 fee per child. **All late fees are due at the time of pick up.** After FIVE late pick ups, we will be forced to discuss other child care alternatives for your child.

### **COACSASC Schedule:**

- 3:30-3:45 Arrive at COACSASC and begin snack
- 3:45-4:00 Finish snack time/Begin homework or Reading Time
- 4:00-4:30 Active reading/activity time/Finish homework
- 4:30-5:45 Activity Time/Recess
- 5:45-6:00 Choice activity and cleaning/Student pick up

After School Care will provide art projects, games, story time, etc., for the students. Please do not allow your child to bring toys, electronic devices, iPods or iPads, or other such materials. If your child brings a cell phone, please be sure they keep those in their backpack until they are signed out from After Care.

### **Supervision and Student Pick Up:**

All children will be carefully supervised. Children will be released only to adults listed as “authorized to pick up” on the registration form. This includes parents. Authorized persons will sign the child out each day at their designated clipboard! If other arrangements for pick up are necessary, **we require written notification**. **Messages left on Miss Mendez’s voicemail will not be acceptable as notification regarding alternative arrangements. PLEASE KEEP YOUR REGISTRATION FORM UPDATED AT ALL TIMES.**

Please remember that your child must be signed out of After Care by a person authorized to pick up, even if your child is attending an evening function at the school. No child will be allowed to leave after school care without being signed out by a designated adult.

### **Attendance:**

Attendance will be taken daily. **It is imperative that we be notified if your child will not be staying for after school care on a particular day.** **If your child is absent from school, please email Miss Mendez to notify her.**

To reach Miss Mendez, you can:

- Email Miss Mendez: [rhiannon.mendez@cureofars.com](mailto:rhiannon.mendez@cureofars.com)
- Call Miss Mendez: 913-648-2620 x-206
- Call the school office: 913-648-2620
- Send a note to After School Care to be delivered by your child to the office

## **Student Conduct and Discipline:**

COACSASC is an extension of the school day, so all students will be expected to adhere to the same rules and dress code as during the day. We will have a **three strikes policy** in effect for misbehavior at COACSASC. All discipline decisions are based on the director's judgment. The three strikes policy is in effect for minor offenses. (Refer to the listings of minor & major offenses.)

### **For Minor Offenses:**

First referral: Discussion with parents, documentation, and time out  
Second referral: Discussion with parents, documentation, and think sheet during time out  
Third referral: Discussion with parents, possible expulsion from COACSASC

### **For Major Offenses:**

First referral: Parent conference, documentation, and think sheet during time out  
Second referral: 1 day suspension from program  
Third referral: Expulsion

#### **Minor Offenses:**

- Back talking to a director or helper
- Failure to listen to or follow directions of COACSASC Staff
- Name calling/teasing
- Disruptive behavior
- Antagonizing/starting trouble
- Bringing items that are not allowed
- Play fighting or wrestling
- Going into other's belongings

#### **Major Offenses:**

- Fighting/kicking
- Foul language
- Going to unauthorized areas
- Throwing objects
- Destroying any equipment or property
- Lying
- Endangering the safety of others
- Bullying

### **Donations**

We will graciously accept donations of age-appropriate games, toys, etc., that are useful in the program. Simply drop these off at the office, to Miss Mendez, or any After Care Staff member when picking up your child.

Thanks!

**Cure' of Ars Catholic School**  
**After School Care Program**

***Handbook Acknowledgement Form***

*I have read & received the COACSASC handbook for school year  
2019-2020.*

Printed Name: \_\_\_\_\_

Student(s) Names:

- 
- 
- 
- 
- 

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Please sign and return to Miss Mendez.