



**Curé of Ars Catholic School**

**After School Care Handbook/Acknowledgement  
2020-2021**

**Ms. Rhiannon Mendez**

[rhiannon.mendez@cureofars.com](mailto:rhiannon.mendez@cureofars.com)

913-648-2620

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 **Thursday, September 10<sup>th</sup>, 2020.**  
**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 11<sup>th</sup>, 2020 & Friday, May 21<sup>st</sup>, 2021.)

We are pleased to have your child(ren) in the After School Care program for the 2020-2021 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. We will not operate on holidays, early dismissal days or cancelled school days due to weather. ***There will be NO After School Care on Friday, December 11<sup>th</sup>, 2020 and Friday, May 21<sup>st</sup>, 2021 due to PTO Events for the Staff.***

## **Admission/Withdrawal:**

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.**

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*

*3:45-4:00 Personal 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. Students may bring their own personal snack. Must be only for themselves and not to share during After School Care. Students must bring their own water bottle as well for water. 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.

### **COVID-19 CHANGES:**

\*During normal school operating hours we will be separating all homeroom classes and will not mix students during the day for any activities. Due to staffing constraints, this will not be possible during After-Care. By enrolling your child(ren) into the Cure' of Ars After-Care program, you acknowledge and agree to your child(ren) being exposed to students of other homerooms and grade levels. We will split students into individual classrooms accordingly to keep groups as small as possible:

-Preschool & Kindergarten

-1<sup>st</sup> & 2<sup>nd</sup> gr.

-3<sup>rd</sup> & 4<sup>th</sup> gr.

-5<sup>th</sup> & 6<sup>th</sup> gr.

### **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
- Call Miss Mendez: 913-648-2620
- Call the school office: 913-648-2620
- Send a note to After School Care to be delivered by your child to the office

## **ACKNOWLEDGMENT OF RISKS AND AGREEMENT TO PARTICIPATE IN MODIFIED SCHOOL ACTIVITIES FOR CURE' OF ARS CATHOLIC SCHOOL**

### **For the 2020-21 Academic Year**

As we are all well aware, the novel coronavirus, COVID-19, has been declared a worldwide pandemic and is extremely contagious. Our Federal, State and Local Leaders and Health Organizations, as well as our Catholic Schools Office and the Staff and Administration of this school continue to dedicate tremendous time and resources to creating and implementing plans and strategies to allow for our children, teachers and all other individuals who might enter our buildings to return to school for the 2020-21 academic year in as safe a manner as possible. As a result, in order to resume school activities, plans including alternate class schedules, distance learning, social distancing, mask use, handwashing and other hygiene measures, room and equipment sanitizing and other essential safety measures have been established. As the understanding of this virus increases, still other measures are likely to be implemented at a later time. Our School has put these preventative measures in place in an effort to reduce the spread of COVID-19 at School and at School activities.

### **NOTICES AND ACKNOWLEDGEMENTS: RISKS ASSOCIATED WITH CORONAVIRUS/COVID-19:**

Despite the above noted precautions, the risks associated with transmission of COVID-19 remain high. Even with the implementation of these safety protocols, the School cannot guarantee that you or your child(ren) will not become infected with COVID-19 and attendance at School and/or participation in School activities could increase your risk and/or your child(ren)'s risk of contracting COVID-19.

### **OBLIGATION TO MONITOR FAMILY HEALTH:**

School families must understand and agree that, in the event a child or other member of the family develops symptoms or suspected symptoms of COVID-19, they must contact the school and follow the appropriate protocols as directed by the school. Families must also understand and affirm that the School and School staff have discretion to determine whether a

student is ill, or potentially contagious, and whether it is in the best interests of the student, student body, teachers, and School staff, to mandate that a child/student be picked up from school at the time of that determination.

**POSSIBLE SCHOOL SCHEDULE MODIFICATIONS, INCLUDING CLOSURE:**

The operation of our school is subject to lawful orders of the Federal, State and local governments and agencies, and changes to the operational status of the school could occur. These changes could include modified schedules, limitation on building occupancy levels and complete closure. Depending on the conditions and timing of any necessary modifications, in-person classroom time may be reduced or eliminated completely, and replaced or augmented with a variety of options for virtual learning.

**ACKNOWLEDGEMENT OF ONGOING FINANCIAL COMMITMENT:**

The costs associated with these enhanced health and safety measures, as well as the additional resources necessary to facilitate the necessary changes to class sizes, schedules, staffing and other changes have and will continue to be significant. All school families must be aware of this reality, and as such, by their enrollment in our school for this academic year, school families are understood to have acknowledged and committed to their ongoing support through their required tuition and fee agreements. This commitment will be ongoing, and refunds or credits for tuition and fees will not be given in the event that it becomes necessary for classes to be administered via distance or other virtual learning arrangements, or other modifications that result from the ongoing pandemic.

**ACKNOWLEDGEMENT OF OBLIGATION TO PARTICIPATE AS AN ACTIVELY ENGAGED SCHOOL FAMILY:**

It is impossible in advance to specify all known and unknown conditions and risks that may arise in the coming year. It must be understood and acknowledged by all students and school families that the challenges before the school now and those that will likely arise in the weeks and months to come will require an increase in everyone's dedication, volunteerism, patience, understanding and most importantly, prayers to help our students and entire school community have a successful and safe school year.

## **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



**Curé of Ars Catholic School**

**After School Care Acknowledgement 2020-2021**

*I have read & received the COACSASC handbook for school year 2020-2021.*

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

Student(s) Names:

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

Date: \_\_\_\_\_



**Please sign and return to Miss Mendez.**