

Santo Nino Regional Catholic School  
After School  
Program Family Handbook  
2020-2021

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## Santo Nino After School Commitment Letter/Emergency Information 2020

Every student enrolled is required to attend the full program on a regular, consistent basis. Your student must attend the full program each day, unless excused.

My Child \_\_\_\_\_ will attend Santo Nino After School Program. All payments and fees will be paid. And I agree to all procedures in the After School family handbook.

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_ ID # \_\_\_\_\_

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Name of siblings in program \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

Address \_\_\_\_\_ Race (optional) \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date Signed** \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date Signed** \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Names of those allowed to pick up your student:

Name: \_\_\_\_\_ (Phone) \_\_\_\_\_ Name: \_\_\_\_\_ (Phone) \_\_\_\_\_

Medical information: Describe any food allergies or other important medical issues (uses inhaler, etc.)  
\_\_\_\_\_

Name of Primary Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Insurance company name, phone #, policy #: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_ Secondary Hospital: \_\_\_\_\_

\_\_\_\_\_ My initials grant permission for my child to be interviewed, photographed or videotaped by representatives of Santo Nino or the media and further allows these images to be used now and in the future to promote the program.

\_\_\_\_\_ I do NOT grant permission for my child's image to be used for this purpose.

ALL STUDENTS MUST BE SIGNED OUT EVERY DAY.



## **Santo Nino Regional School After School Program 2020**

**Santo Nino invites families and their children to participate in our 2020  
After School Program!**

Santo Nino is pleased to offer a unique and memorable experience. Our program is available to currently registered students entering Pre-Kinder through 6<sup>th</sup> grade.

### **Our Mission:**

To provide a program with a variety of fun activities that nurture curiosity, confidence and a love for learning.

- Fun activities will keep kids enjoying every minute of the program.
- We will work with community partners to provide enriching program.
- Family Engagement is an important element of the program. There will be opportunities for family nights and other fun activities for the family.

**(NO FAMILY ENGAGEMENT UNTIL FURTHER NOTICE)**

- Physical activity will be part of the program on a daily basis.

**PARTICIPANTS MUST ARRIVE AT THE PROGRAM RIGHT AFTER SCHOOL. ALL PARTICIPANTS WILL BE SCREENED FOR FEVER AND OTHER SYMPTOMS BEFORE BEING ALLOWED ENTRY.**

***Program Director: Robert Apodaca, [rapodaca@santoninoregional.org](mailto:rapodaca@santoninoregional.org)  
505-780-4754***

## SECTION I: General Information/ Behavior Policy

### Meals and Snacks

**DUE TO COVID-19 SNACKS WILL NO BE PROVIDED. PLEASE PROVIDE YOUR CHILD WITH A SNACK FOR AFTER SCHOOL.**

Healthy living is the fundamental tenet of Santo Nino. Children gather to eat meals and snacks together in an effort to foster a strong sense of community. Parents are responsible for informing us of any allergies or health-related food issues to ensure that the necessary precautions can be taken.



### Daily Schedule / Activities

Children participate in a host of activities that strike a balance between self-selection, organized projects, games, outdoor activities and inquiry-based learning opportunities.

### Unexpected Absences



If your child is absent. Please contact **Robert Apodaca**, at **(505) 780-4754 or rapodaca@santoninoregional.org** in advance if you know your child will be absent from the program. Your child's safety is our top priority. We would never want to assume a child is with their family, while the family assumes the child is attending program. That is why communication with the Program Director is so important. It's about your child's safety!

### Parent / Family Engagement

**(NO FAMILY ENGAGEMENT UNTIL FURTHER NOTICE)**

We support an open-door policy that encourages parental and family involvement. Parents who wish to share their time and talent with the children or organize a special activity should contact the Program Director. Parents must follow all Archdiocese of Santa Fe child protection policies while volunteering.

### Appropriate Dress

We believe in keeping children active through play and projects. Children should be dressed ready to play outside or inside. A good pair of tennis shoes, (flip flops, sandals, crocs, and other forms of open-toed shoes and shoes without backs are dangerous in a school environment and are not allowed).

For our younger children, a change of clothes is necessary in case there is an accident. If a child has an accident and does not have an extra set of clothes, parents or emergency contact will be called and asked to deliver extra clothes or, alternatively, to pick up the child within 40 minutes of contact. Children enrolled must comply with the programs dress code. Clothing that promotes drugs and / or alcohol or uses profanity of any type is prohibited in our program.

## **Special Celebrations**

### **(NO SPECIAL CELEBRATIONS UNTIL FURTHER NOTICE)**

We strive to provide a variety of celebrations that reflect the background of the children enrolled in our programs. Special projects and activities may include seasonal crafts and celebrations. Contact the Program Director for any upcoming events. Please consider health and nutritional value when bringing snacks and treats to these events. Parents who do not want their child to participate in these activities must communicate their wishes to the Program Director.

## **Enrollment Procedures**

Prior to enrollment, we encourage parents to take time to contact the Program Director, review the Parent Handbook. No child is enrolled in the program until all required paperwork is completed and reviewed, the Parent Handbook Agreement is signed.

## **Payment Information and Policies**

The fees for After School are as follows;

After School Full Time \$150.00 per child, per month (4 or more days per week)

After School Part Time \$100.00 per child, per month (3 or less days per week)

Late pick-up \$15.00 after 5:30 PM

- **You must fill out an Amendment/Withdrawal Form in order to change the After School contract in any way. You are responsible for all charges to your account if the paper work is not submitted correctly.**

Please contact me, if you have any questions.

## **Children with Special Needs**

In accordance with the Americans with Disabilities Act, we strive to provide high-quality services that are inclusive and welcoming of children at all ability levels. We are committed to making reasonable accommodations in order that all children are able to participate.

## **Discipline Policy and Expulsion Guidance Policy**

We embrace the individuality of all children and seek to create a physically and socially safe environment, one in which all program participants can excel. Our employees believe in the importance of modeling kind, consistent, and fair treatment of all children. Children are keen observers and astute mimics. It is our hope that they will be inclined to imitate what they observe, and in doing, most disciplinary issues will be averted.

When a child does not follow the rules, we are fair and consistent. We are clear in communicating our concerns and recommendations to both the child and the child's parent.

## **Our guidance policies are as follows**

**Step 1- Redirection:** The child will receive a verbal warning which includes redirection or an explanation of the infraction and why the behavior goes against Our policy. The child is made aware of the consequences that will occur if the behavior continues. Parents are notified of the behavior and potential consequences.

**Step 2- Consequence(s):** If after a verbal conversation the child continues to break the rules, an **age-appropriate consequence** will follow. Parents are notified of the behavior and the resulting consequence and are asked to sign a report acknowledging that they have been informed of the behavioral issue.

**Step 3- Parent Conference and Behavioral Contract:** If the consequence(s) do not alter the child's unacceptable behavior, a parent conference will be requested. The conference should occur within 24 hours of the request. The child cannot return to the program until all parties have met and a behavioral contract is in place.

**Step 4- Suspension:** If the behavioral contract is violated by the child and/or the parents, and the unacceptable behavior persists, the child will be suspended from the program for a time established by the Program Director. All daily/weekly fees apply even during suspension.

**Step 5- Expulsion:** After a suspension period, the child is welcomed back with the expectation that the behavior ceases. If the child repeats the behavior, we reserve the right to expel the child from the program.

### **Same Day Suspension**

If, during the course of a day, a behavior occurs which we deem a major infraction of the rules (any form of physical or verbal abuse which places the child or others in danger) or a serious behavioral issue, parents will be notified immediately. The child will need to be picked up within 45 minutes of contact.

### **Immediate Expulsion**

The safety of all children and staff in the program is of vital concern. If a child's actions endanger the other children or staff, we reserve the right to have the child leave the program immediately. Child must be picked up within 45 minutes of contact.

### **Behavioral Expectations of Children**

- Children are expected to listen to staff and follow established and age appropriate rules and instructions.
- Children are expected to practice the core values of the Santo Nino: Caring, Honesty, Responsibility and Respect.
- Children are expected to take respect and care for program environment and property.



## Behavioral Expectation of Parents and Guardians

- Parents are expected to refrain from using profanity with in program areas.
- Parents are expected to treat staff, other parents, and children with respect.
- Parents are expected to avoid physically disciplining their child while the child is in our program.

## Field Trip Policies

### **(NO FIELD TRIPS UNTIL FURTHER NOTICE)**

Field trips provide children the opportunities for new experiences  
We follow these procedures when taking the children off site:

- We will notify parents or guardians of the details of the field trip including the location, activities, date, time of day and duration, modes of transportation and any special provisions needed (e.g., swimming suit sunscreen, etc.).
- Parents must sign the provided permission slip in order for their child to attend.
- Staff and parents discuss the field trip and expected behavior with children prior to the trip
- Attendance is taken prior to departure, on the bus, and immediately upon arrival at the field trip site.
- Staff is trained in specific field trip policies and procedures.



## Health Policies

The child's health and safety are principal concern to us. As noted earlier, please be sure to record any allergies or medical concerns in the space provided on the registration form. Additionally, please promptly notify the staff of any changes to your child's health or contact information. These would include such items as phone numbers of parents and / or emergency contacts. It is important that Staff is able to contact the parents in case of emergency.

## Illness

In order to ensure a healthy community, children and staff should stay home if they:

- Are running a fever over 100F
- Has a cough and/or a sore throat.
- Vomiting and/or has diarrhea.
- Has pink eye or symptoms which indicate the onset of pick eye.
- Has been on antibiotics for strep or other highly contagious infections fewer than 24 hours.

If a child becomes seriously ill during the day, parents or emergency contacts will be notified and asked to pick up the child within 45 minutes of contact. While waiting for pick up, staff will make the child comfortable in an area away from the other children.

### **Arrival/COVID-19 screening**

Upon arrival to the program, all children will be screened for symptoms of COVID-19 which include:

- Fever (100.1>)
- Dry Cough
- Shortness of Breath
- Close contact with a person with suspected or confirmed Coronavirus Disease

If a staff member determines that a child appears ill, parents will be asked to pick up their child. We understand that this may cause added stress, but our primary concern is keeping the community, both children and staff, healthy.

Children may not attend the program if they have an illness that is highly contagious.

### **Immunizations**

All children are required to have an up-to-date immunization record in their file. If changes to these records occur, parents must provide us with the most current copy. Parents choosing not to have their child vaccinated must submit an approved New Mexico Department of Health Immunization Exemption Form.

### **Medication/Emergency Medication**

If a child need medication while attending the program, parents must notify the Program Director. Parents will be expected to fill out the “Permission form for Administration of Prescribed Medication”. Emergency Medication like Epi-Pen, Inhaler, etc. parents will be asked for provider’s order/action plan.

Please be advised, we will not administer fever-reducing medication for a fever over 100.4 or higher, parents are expected to pick up the child within 40 minutes of contact. The child cannot return to the program until he/she is fever free for 24 hours without fever reducing medication.

### **Staff**

Prior to hiring, all member of our staff are fingerprinted, drug tested and personal references are checked and are required to attend online youth protection training. All staff receive FIRST AID and CPR training, and attend professional development trainings.

Staff is prohibited from socializing or associating with program participants under the age of 18 outside of the program. This includes babysitting, birthday parties, etc. Contact via social media is also strictly prohibited.

**Sign out**

Individuals signing a child out of the program must be listed on the registration form and be prepared to show identification. In the case of an emergency change to authorized pick up, parent must call the Program Director. Any non-emergency changes to authorized pick up must be provided in writing.

Parents are asked to give the Program Director advanced notice if they anticipate that their child will not be in attendance on given days.

Court orders and shared custody agreements must be in the child's file in order for the Program to enforce these documents.

**Late pick-up Procedure**

Children are required to be picked up by 5:30 PM. If a situation arises which requires parents to be unavoidably late, it is imperative that parents contact the Program Director. In the absence of notification, after 5 minutes we will call all emergency contacts on file. A late fee of \$15.00 will be charged for late pick up. If the child has not been picked up by 6:00 PM and the Program Director has not been contacted by a parent, we will contact the local police department or Child Protective Services.

**Inclement Weather Policy**

In the event of inclement weather, our program adheres to the local school district (SFPS) delays and closures and/or Program Director and Santo Nino Principal discretion.

**Missing Children Procedures**

Once a child is signed into the care of the program; his/her safety is our responsibility. If a child appears to be missing, and following a search, the child cannot be located, parents, police and the Program Director/School officials are notified. For this reason, among other cited situations, it is critical that parents maintain current, up-to-date contact information on enrollment forms.

**Accidents and Serious injury**

In the event a child suffers a minor injury during the program, first aid will be administered and parents will be notified when they arrive to pick up the child. In the case of serious injury, trained staff will secure the area, provide first aid and call 911 and parents.

**Confidentiality**

All Staff must sign and adhere to a confidentiality Statement that clearly prohibits the releasing or disclosing of confidential information regarding children, families and staff. Disclosure, provision, and/or reproduction of children's files to unauthorized persons is against school policy.

**Child Abuse and Neglect**

Santo Nino Regional Catholic School is mandated by state law to report all suspected cases of child abuse, neglect, or endangerment to appropriate authorities for investigation.

**Emergency Procedures and a Disaster Preparedness**

Our program has an Emergency Procedure Plan in place. Emergency procedures and disaster plans are to be posted. Copies of these plans are available to parents at registration.

Santo Nino is required to do monthly drills, the drills conducted could be any of the following: fire, evacuation, shelter in place, or lockdown.

If circumstances require an evacuation from the program site, children and staff will leave the premises and go to a pre-arranged alternative location. After children are secured, parents will be notified.

**Building Access**

During program hours, parents and others needing access to the building will go to the gym and check in with staff and receive a visitor badge. All doors (side, back and loading) will all be locked. This protocol is in place to ensure all incoming traffic is screened before allowing entry.

**Identification Badges**

All staff members should be wearing their program issued identification badges during program hours. This pinpoints staff members to parents, students, volunteers and guests. **ALL** visitors must wear a temporary identification badge while in the building.

**WELCOME AND THANK YOU!**