



# St. John School

## After School Handbook

### **HOURS AND FEES:**

The After School Program is available Monday through Friday, from 2:30PM-6:00PM. On early release days the After School Program runs from 11:30AM-6:00PM. The tuition is \$300 per month per child and is due to the school on the first day of the month. If the first of the month falls on a weekend, payment is due by the next school day. If payment is not received by the first school day of the month, your child is not guaranteed a spot in the program. If a family decides to withdraw their child/children from the After School Program or, for certain months of the school year, they are not guaranteed a spot if they want to return to the program. All payments are non-refundable and non-transferable.

### **EMERGENCY FORMS AND PICK-UP:**

We ask that you provide us with a list of emergency names and phone numbers. In addition, a list is needed of all the people who have permission to pick up your child/children. **These forms need to be turned in by the first day of After School in order for your child to start the program.** If for any reason, someone other than those listed will be picking up your child/children on any given day, you must send a written note and/or email to the director with your permission to release your child to that particular person. We will not release your child without written consent from a parent/guardian. We ask that anyone picking up your child/children present photo identification. **Depending on the weather, After School pick up will either be at the Suncourt Street cafeteria door or at the North Square Park.** When picking up your child at school, kindly come to the Suncourt St. door of the school where you will gain access to the building. Please be patient while waiting. Parents will only be allowed at the entrance of the After School Program. Parents will not be allowed to sit and wait if they come early to pick up their child. On pleasant weather days, children can be picked up at the North Square Park. A sign on the cafeteria door will indicate whether your child is in the school or at the park.

### **LATE PICK-UP:**

Pick up each day is by 6:00 PM. If you pick up your child after 6:00 PM, a late fee charge of \$25.00 will be assessed for the first 15 minutes and a dollar per minute after that. The late fee must be paid before your child may return to the After School Program. If you are late more than 3 times, it will result in your child/children being suspended for one week without a refund or credit. The 5<sup>th</sup> time will result in your child/children being expelled from the program.

**If you are running later than 6pm, please call 857-488-7997 and leave a message.**

**ABSENSES:**

If your child will be absent from the After School Program for any reason, please email both directors of the program by noon of that day.

**HOMEWORK:**

There is not a homework policy at the After School Program. We do offer time every day for children to do their homework (grades 1-8) but we are not responsible for finishing homework with any child. When the weather cooperates, we will be outside for activities for part of the program.

**SNACK AND LUNCH:**

Daily snacks are NOT provided in the After School Program. Children must bring at least two snacks and a drink to the after school program each day.

**CLOTHING:**

Children may bring a change of clothes if wanted. They must be able to change themselves. Staff members cannot help anyone change.

**GAMES AND TOYS FROM HOME:**

The staff is not responsible for toys brought in from home. Unfortunately there is nowhere to lock toys up if they are left behind. If children bring in toys from home it is their responsibility to keep track of them.

**ELECTRONICS:**

Electronic Equipment is not permitted in the After School Program. Cell phones are NOT permitted at After School. The use of cell phones during After School could lead to suspension.

**MEDICAL:**

If your child has any medical concerns i.e., asthma, allergies, or other needs, please make this known to the staff. Unfortunately, the staff cannot administer medications. However, all staff members have been trained to use an Epi-pen and will administer it in case of an emergency.

**BEHAVIOR MANAGEMENT:**

The After School Program is designed to meet the needs of each child as an individual while assuring the safety of the group as a whole. Should behavior problems occur, a staff member will discuss the problem directly with the child and will remove the child from the group briefly, if the situation warrants this action. In most cases a time-out is 2-5 minutes depending on the child and the nature of the issue. In more serious situations (for example, but not limited to; children endangering themselves or others) a child may have a time out for more than 5 minutes.

Children receive a warning twice. On the third warning, a consequence will be given if necessary. A parent/caregiver will be informed of an incident upon pickup. After three time-outs for the same behavior parents/guardians will be called in for a conference to discuss the behavior problems. After this parent

conference, if problem behaviors continue, the child may be suspended from the program. Any additional behavior problems will result in expulsion from the program.

However, a child may be suspended from the program and for any of the following behaviors: injuring another child, staff member or themselves; verbal harassment of other children or staff; repeated disruption of the orderly operation of the program; consistent need for one on one attention; non-payment of fees; refusal to meet with program staff, or any other unacceptable behaviors as determined by program staff.

In most cases a parent will receive advance notice that a child's behavior may result in suspension or expulsion. However, exceptions can be made in serious or disruptive cases. By making our expectations clear to the children, the staff hopes to minimize behavior problems. In some cases the program may no longer be beneficial to the child. The school Principal and Program Director reserve the right to ask a parent to adjust the child's schedule or withdraw from the program.

\*\*The After School Director reserves the right to make changes to the handbook if necessary. The full cooperation of the parents/guardians is always appreciated\*\*