



AFTER SCHOOL CARE

2011-2012

Sacred Heart School

416 W. 3rd St.

Sedalia, MO 65301

660-827-3800 ext. 2039

Dear Parents,

The following material is presented as a handbook for the Sacred Heart School After School Care Program. An attempt has been made to include all information considered important to your child's safety and for the basic operation of the program. As the year progresses, you may have some ideas to share with the staff. Your suggestions are welcomed since the staff sincerely wishes to work together with the parents to make this a happy and worthwhile experience for both child and family.

Sincerely,

Mark Register

School Principal

Edie Taylor

ASC Director

AFTER SCHOOL CARE HANDBOOK

MISSION STATEMENT AND PHILOSOPHY

Sacred Heart, as a Catholic coeducational, elementary and secondary school, seeks to create a Christian community founded on faith in God and faith in one another. This community strives to make the Gospel message for Jesus Christ an integral part of everyday life for its students, faculty, and staff. The school recognizes the importance of the family and community in this educational process.

In an atmosphere of respect for the individual and acceptance of one another, we encourage everyone to develop a sense of personal worth. We challenge each person to develop his/her full potential, while remembering that each is an individual with special needs.

Providing a strong academic program, we encourage each student to assume his/her measure of responsibility in the many areas of human endeavor. Through the total curricular and co-curricular programs, we attempt to prepare each student to live in an ever-changing world.

GOALS

To provide experiences and opportunities which foster the Catholic community.

- A. To construct an enjoyable atmosphere with varying activities.
- B. To demonstrate the expectancy of the Christian community through mutual acceptance, support, and respect of one another.
- C. To encourage students to be responsible as loving persons.
- D. To encourage a wise use of leisure time.
- E. To provide opportunities for vigorous play, art activities, homework time, and indoor games.
- F. To provide a nutritious snack each day.

ADMISSION POLICY

Only students enrolled in the Catholic elementary K-6 will be allowed to enroll in the After School Care program. The program is a privilege, not a right. Children must obey the rules and regulations in order to continue in After School Care. Students with disabilities will not be discriminated against as long as we can accommodate the disability reasonably.

HOURS OF OPERATION

The After School Care Program will be provided from 3-5 p.m. on days that school is in session with the exception of 1:00 dismissals for HOLIDAY VACATIONS (Thanksgiving, Christmas, and Easter) and extreme weather conditions (early outs due to storms, snow, etc.). The program hours are extended on early out days for monthly faculty meetings.

PROGRAMS

After School Care is located in the school cafeteria. Edie Taylor is the program director and is in charge of overseeing the program. Between the hours of 3 – 5 p.m., Mrs. Taylor and other adults will be the childcare providers. Sacred Heart After School Care Program strives to promote a variety of activities. A tentative schedule is as follows:

2:50 – Take attendance/ change of clothes (only if needed for later program, such as sports)

3:10 – Snack Time

3:20 – Homework or play (for those who have finished or did not have homework)

4:00 – Outside play (playground and blacktop – north side of school) weather permitting

4:30 – Choice of indoor activities/crafts

4:50 – 5:00 – Cleanup

FEES

The After School Care fees are as follows:

3:00 – 5:00 p.m.

\$20.00 per week for 1 child (\$2.00 per hour)

\$35.00 per week for 2 children (\$3.50 per hour)

\$45.00 per week for 3 children (\$4.50 per hour)

Late pick-ups will be assessed a \$10.00 fine for every 15 minutes past 5:15 p.m.

The fees are payable by the week or month and due one week in advance of service, unless prior arrangements are made with the director. Fees are charged for every day a student is registered, whether they are in attendance or not! Services are provided only on days in which Sacred Heart Elementary is in Session. **Fees will be prorated any time that school is not in session the entire week.** Children may be placed in the 3-5 p.m. ASC program on an “as needed” basis provided that the student has been enrolled in the program. “As needed” means a student may sign up for only certain days or number of days or for 1 hour (3-4). The program does not accept drop-ins.

COMMUNICATION

Communication between parents and After School Care providers is encouraged. General news will be mailed in the school’s monthly newsletter. Occasionally, a note may be sent home with your child regarding a special event or activity. Mrs. Taylor’s cell number is 660-473-2339. The cafeteria phone number is 827-3800 ext. 2800. Both can be reached without operator assistance.

DAILY RELEASE

Children will only be released to parents or to an individual who has been authorized by the parents to pick up the child. Exceptions will NEVER be made! Parents are required to sign children out when picking them up in the afternoon. The school requires that parents designate IN WRITING those persons who may pick up their children. Please completely fill out this authorization. If more room is needed, you may get another form or put the additional information on the back. It is requested that a photo of such persons be given to the program director if the provider does not personally know the designated person. The parents may make changes (add or delete) at any time, "IN WRITING". Only one form is needed per family unless different arrangements are needed for each child in the family. It is the responsibility of the parents to keep the authorization form up-to-date.

RECORDS

A file will be kept for each child and will contain registration, emergency, and health information. Any school information regarding the above, information relating to the custody of the child, and discipline reports will be kept on file with the provider. All records are confidential and will only be share with those who have a legal right to know. If parents wish to review the records, they must submit a written request to the school administrator.

SINGLE PARENT/OTHER RELATIVE CONSIDERATIONS

The school should have on file copies of any custody decrees or other documents relating to the child if both parents do not have custody of the child. After School Care staff will have access to this information so that they will know when, if ever, a child may be released to non-custodial parent. If there are any questions, the provider will confer with the director or principal who may contact the custodial parent. Only parents and their designated will be allowed to discuss the child with staff members.

VISITORS

The After School Care program has an open door policy for parent visits. However, only parents or their designated representatives will be allowed on the program site unless on official business. A school official must accompany all other visitors at all times.

NUTRITION

A nutritious snack will be provided for the children. Foods such as fruits, vegetables, crackers, peanut butter & jelly sandwiches, cookies, popcorn, and choice of juice or milk will be provided. If your child has a special diet need, please discuss this with the director and give written notification of "forbidden foods". Please make sure to list all food allergies and other medical information at the bottom of the registration form.

DISCIPLINE CODE

Every child is expected to abide by the rules of the school, respect the staff members, other students, and all property. If a child violates these standards, we will first take action by removing the child from the group and seating him/her by himself/herself for a 5-15 minute period. If the child does not respond to this and the problem behavior persists, the parents will be called in for a conference. Should there continue to be problems, a second conference will be arranged and, at that time, the child may be dismissed from the program.

AFTER SCHOOL RULES

1. Each child is unique and valuable; therefore, we will expect every child to be treated with respect, love, and concern.
2. No child is to leave supervision of the care providers without expressed permission.
3. No foul language or profanity will be tolerated.
4. No biting, pinching, hitting, kicking, or bodily harm to another individual will be tolerated.
5. Students will treat school facilities and equipment with respect.
6. Students are to obey the care providers.
7. Running in the hall or down the steps is dangerous and cannot be permitted.
8. Each child will be expected to help clean up his/her toys, craft supplies, and to generally straighten the room.
9. Each child is expected to participate in all activities to the best of his/her abilities.
10. Please do not bring toys or other articles from home without accepting responsibility for them.

HEALTH-SAFETY

Students who have any sort of communicable disease will not be permitted to attend the program. School regulations are in effect. If a student exhibits signs of illness during the program, procedures for contacting parents or doctors will be the same as for the school. Emergency information will be in possession of the care provider.

Only prescription medicine can be dispensed, and the provider must have a completed permission form to dispense such medications. (Forms are at the end of the handbook.)

In case of emergency, parents will be called at home or at work. If the parents cannot be reached, emergency contacts indicated by the parent on the emergency registration form will be contacted.

In case of disaster, i.e.: fire, tornado, etc. the program will follow the same procedures as outlined in the school crisis management manual. If the building is evacuated, children will be taken to the rectory. In case of emergency, parents may call the school at 827-3800, ext. 2800, Mrs. Taylor's cell at 660-473-2339, or the rectory at 827-3811.

SCHOOL'S RIGHT TO AMEND

The program reserves the right to amend the handbook for just cause. Parents will be notified promptly, in writing, if changes are made.

In order to provide service for your child, the following agreement must be signed by both parents and/or legal guardians.

Please return to After School Care Director

We have read and agree to be governed by this handbook.

Child's name: _____

Parents' Signatures: _____

Date: _____

SACRED HEART AFTER SCHOOL CARE

REGISTRATION FORM

This form will be used for emergency purposes also.

NAME OF CHILD _____

GRADE/TEACHER _____ Birthday _____

ADDRESS _____

MOTHER _____

ADDRESS (if different from child) _____

PHONE: Home _____ Cell _____

Work _____ Ext. _____

Email Address: _____

FATHER _____

ADDRESS (if different from child) _____

PHONE: Home _____ Cell _____

Work _____ Ext. _____

Email Address: _____

PLEASE CIRCLE THE DAYS YOUR CHILD WILL ATTEND

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY ALL

PLEASE CIRCLE THE HOURS AFTER SCHOOL CARE IS NEEDED

3-4 P.M.

3-5 P.M.

LIST ANY MEDICAL CONDITIONS: ALLERGIES, HANDICAPS, LIMITATIONS:

LIST ANY SPECIAL INTERESTS FO YOUR CHILD:

CHILD/FAMILY NAME: _____

PERSONS AUTHORIZED TO PICK UP YOUR CHILD/CHILDREN

This form will be used for emergency purposes also.

NAME: _____

RELATIONSHIP: _____

PHONE: Home _____ Work _____ Ext. _____

Cell _____

NAME: _____

RELATIONSHIP: _____

PHONE: Home _____ Work _____ Ext. _____

Cell _____

NAME: _____

RELATIONSHIP: _____

PHONE: Home _____ Work _____ Ext. _____

Cell _____

NAME: _____

RELATIONSHIP: _____

PHONE: Home _____ Work _____ Ext. _____

Cell _____

NAME: _____

RELATIONSHIP: _____

PHONE: Home _____ Work _____ Ext. _____

Cell _____