



ST. ALOYSIUS CATHOLIC SCHOOL  
AFTERCARE PARENT/STUDENT HANDBOOK

**Mission:**

The mission of St. Aloysius Catholic School is to educate the whole child in the Catholic tradition for a life of meaning and purpose.

**Philosophy:**

By providing a safe, nurturing environment and building a supportive, responsive, caring relationship with your children, the Aftercare Program will provide the building blocks your child will need to develop a healthy self-esteem, positive behavior, and the ability to cooperate with others. Prayers before meals, the religious significance of holidays, along with lots of love and kindness will make clear our Catholic emphasis. Good manners and respect for the rights of others are also emphasized.

**Program:**

The program serves children enrolled in St. Aloysius School, Pre-K through eighth grades and operates on days when school is in session. The program begins on the first day of school for grades 1 -8<sup>th</sup>, and on the first **full** day of school for Pre-K and K students.

**Hours:**

The program operates from 2:55 p.m. until 5:30 p.m. Students can be picked up beginning at 3:30 p.m., AFTER regular carpool dismissal has finished. If you need your child before this time, we ask that you send them home via regular carpool instead. We will not be able to accommodate any early pick-ups.

**Pick-up Process:**

Aftercare pick-up is located in the School Library (located between the Primary Building and Cafeteria Building). Parents will park by Crepe Myrtle Alley (Entrance C) and walk to the School Library. Please do not arrive before 3:30 p.m. Once you provide the Aftercare Worker your carpool number, you will step out of the School Library to wait for your child(ren) to be brought to you.

**Late Fees:**

**Aftercare closes promptly at 5:30 p.m.** The breakdown of the late fee charges per student is as follows:

Aftercare Program A: (2:50 - 4:30 p.m.): late fee from 4:35 p.m. to 4:45 p.m. = \$5  
4:45 p.m. to 5:00 p.m. = \$ 10  
5:00 p.m. to 5:30 p.m. = \$15

Aftercare Program B: (2:50 - 5:30 p.m.): late fee from 5:35 p.m. to 5:45 p.m. = \$5  
5:45 p.m. to 6:00 p.m. = \$10

**Registration:**

In order to complete the registration process and to ensure student placement for the 2023-2024 school year, a fee of \$50 per child must be paid at the time of registration (non-refundable). St. Aloysius School will NOT accept cash or personal checks. All payments must be made electronically with a credit card through the link to the portal.

<b><u>Payment Options:</u></b>	<b>Annual Fee</b>	<b>Semester Installment</b>
Program A: (2:50 - 4:30 p.m.)	\$800	\$400
Program B: (2:50 - 5:30 p.m.)	\$1200	\$600

**Safety Policy:**

Please send authorized adults only, at least 18 years of age, to pick up your child. If you send someone new to pick up your child, you must notify the school office and aftercare personnel in writing prior to his/her arrival. Be sure to list anyone who may pick up your child on the authorized pick up form. Notify the school office of any custody changes.

**Note:** Safety as our main priority. Please be prepared to show your picture identification at pick-up. The staff will eventually familiarize family associations; however, this will take some time. Anyone picking up your child must sign the sign-out sheet and may be asked for identification.

**Sick Children:**

Our program is not designed to care for sick children. Children who become ill will be separated from the other children and sent to the Library. Parents will be notified to pick up their child immediately. Please call the school office if your child has been seen by a doctor and is diagnosed as having a contagious illness. The infected child's name will be kept confidential.

**Medication:**

Aftercare staff will administer first aid, but will not administer medication of any kind. Students are not allowed to carry medication with them while in during Aftercare.

**Special Rules to Note:**

Dress your child appropriately for the weather, as they will be outside most days. Unless a child has a doctor's note stating that he/she cannot go outside, or we have specific instructions from the parents (a written note or telephone call), he/she will be going out to play.

Only students enrolled in the Aftercare Program can attend. Arrangements for overnight guests must be made outside of the program.

**Cell Phones:**

Children's cell phones are not allowed to be used. If the staff observes a child using a cell phone, it will be taken and returned at pick-up time to the authorized person.

**Rules for Sports and Extracurricular Activities:**

Students who leave Aftercare to participate in sports or extracurricular activities must have a completed Aftercare Release Form on file. This form is available from the staff.

Due to state required staff-to-student ratios, the staff is not allowed to walk any child to practice. Please make arrangements with your child's coach to pick up your child. The person who takes your child to practice must be listed on the Authorized Pick-up list. Please note that when a child is picked up by his/her coach or designated adult, Aftercare is not responsible for the child's care until he/she is returned to Aftercare.

**Homework Time:**

Homework time is scheduled each afternoon and is highly encouraged.

**Food Allergy/Nut Policy:**

Food and Allergy Policy: St. Aloysius Catholic School is concerned with the safety and well-being of all students. ALL types of loose nuts, peanut butter, almond butter, Nutella, peanut butter crackers, or any type of nut product is prohibited on school campus. No school can be completely allergen-free (e.g. "peanut-free"), but our school wishes to partner with parents to be prepared in appropriate management and care of students with severe allergies.

**Snack:**

The students will receive a snack and liquid refreshment. The snacks are included in all fees and pertain to both plans. Snacks are served daily between 2:40 p.m.-3:30 p.m.

**Aftercare Discipline Policy:**

St. Aloysius Catholic School's Aftercare Program follows the philosophy of the school to work in partnership with parents. While a positive approach to discipline will be utilized, discipline is handled in a firm, consistent manner.

**General student expectations:**

- Be courteous and respectful to others at all times.
- Be respectful of property.
- Follow directions.
- Stay in assigned areas.
- Walk inside buildings and on walkways.
- Use inside voices in buildings.
- Keep hands, feet, and objects to yourself.
- Adhere to dress code.
- Exhibit proper table manners.

Students may not leave the school campus without permission from the Aftercare staff. Any member of the Aftercare staff is expected and has the authority to correct misconduct.

**The following are never allowed on campus:**

- Weapons or illegal objects
- Drawings depicting weapons or violent acts

Tobacco/Alcohol/Electronic Smoking Device, Vaping  
 Illicit drugs, prescription medication, over the counter medication, or herbal supplements  
 Cigarette lighters/Matches  
 Immoral literature  
 Electronic games/Watches with internet connections  
 Excess cash  
 Gum  
 Laser devices  
 The selling of items to other students

The administration, faculty, and staff will encourage a sense of pride and general regard for the physical condition, maintenance, and appearance of school buildings and grounds. Any student caught misusing or damaging school property or the property of others will be held responsible. Writing or carving on school property, the body, or clothing is never allowed.

**Consequences – Pre-K, K, and 1<sup>st</sup>:**

**1st time-** a 5-minute time out period

**2nd time-** help teacher with daily chores; the parent will be informed by the staff

**3rd time-** when unacceptable behavior becomes frequent or harmful to others, the parent is notified and a report is sent to the disciplinarian

**Consequences - 2nd-8th Grades:**

**1st time-** a 5-minute time out period

**2nd time-** a 10-minute time out period and a warning slip will be issued to document the behavior issue

**3rd time-** a report will be sent to the disciplinarian

\*Consistent behavior problems will be documented to determine the course of action and consequences to take place.

**\*A serious infraction will result in an immediate referral to the disciplinarian.**

**\*A student who does not adhere to the rules may be dismissed from the Aftercare program.**

**Warning Slips (Grades 2-8)** – Warning slips are issued for minor behavioral infractions. A warning slip is a notification for the student and is not sent home to be signed by a parent. Should an incident occur which the school feels warrants immediate action, the school may forego the warning slip and issue a disciplinary referral or take other disciplinary actions. Any school personnel may give a warning slip or referral.

Accumulation of Warning Slips: 4 or more Warning Slips in one week = Minor Referral (Detention)	8 Warning Slips in one month = Minor Referral (Detention)	9 or more Warning Slips in one month = Parent conference and/or suspension
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**Lost Items:**

Any items that are left at Aftercare should be picked up the following day. Parents will not be able to come on campus to look for any forgotten items.