



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 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, K through eighth grades and operates on days when school is in session. The program begins on the first day of school for grades K-8th.

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. 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 (Carpool B) and walk to the School Library. Please do not arrive before 3:30 p.m. Once you provide the Aftercare worker your carpool number, picture identification and sign your child(ren) out, you will need to 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 5:35p.m. to 5:45p.m. =\$5

Registration:

In order to complete the registration process and to ensure student placement for the 2026-2027 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 FACTS family portal.

Payment Options: Annual Fee Semester Installment

Program A: (2:50 - 4:30 p.m.) \$1,200 \$600

Program B: (2:50 - 5:30 p.m.) \$1,500 \$750

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 is 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 will 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 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 outside to play.

Only students enrolled in the Aftercare Program can attend. Arrangements for sleepovers 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 pick up adult.

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 from Aftercare. 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 authorized adult, Aftercare is not responsible for the child's care until he/she is returned to Aftercare by the authorized adult.

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 2:45 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 and consistent manner.

General student expectations:

Always be courteous and respectful to others.

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.

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 –K and 1st:

- 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 10-minute time out period
- 2nd time- a 15-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 from lost and found the following day. Parents will not be able to come on campus to look for any forgotten items the day they are missing.



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ACKNOWLEDGEMENT FORM

Signature on the enrollment form confirms your compliance with the policies and procedures of the Aftercare Program. Please note that Aftercare enrollment is a separate process from school registration. Any changes to your contact information, emergency contacts, and pick-up authorizations must be made in writing or via email at extension@alloysius.org. The authorized pick-up list for school does not apply to Aftercare.

Contact nmapp@alloysius.org with any issues or concerns. Thank you for entrusting your children to our care. We are looking forward to another great year!

Sincerely,

Natasha Mapp
Aftercare Director

I acknowledge that I have read, understand, and will comply with the policies and procedures of the program as stated in the St. Aloysius Catholic School Aftercare Handbook.

Print Students' Names who are enrolled in the SAS Aftercare Program:

Parent Name: _____

Signature: _____

Date: _____