

After-School Care Program Policy/Procedure Handbook

2023-2024



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Rome Catholic School 2023-2024 After-School Care (ASC) Program

This program is open to Pre-k through Grade 6 students and is offered for the convenience of parents of Rome Catholic School to provide a secure, supervised environment for their children after regular school hours.

After-School Care begins each year on the first Monday of the school year. This year it begins on Monday, September 11, 2023

After-School Care Program:

Time: 2:30pm-5:30pm sharp

When: Everyday when there is a full day session of school.

***NOT offered on Half Days, Snow Days, No After School activity Days (weather related), or any day that school is not in session.**

Activities: Includes a snack (provided by the school, no outside snack), arts and crafts, play/ learning centers, time to complete homework, and outdoor play / gym time (sneakers are required).

Clothing/Labeling: There is a possibility that your child could be going outside and playing, weather permitting. We ask that your child wear or bring sneakers or rubber-soled shoes. If your child is still potty training, please bring in extra diapers or pull ups, as well as a change of clothes. Put all items in a large Ziplock bag with your child's name on it.

Toys/Personal Items: Please note that Rome Catholic School will not be liable for any lost, stolen, or damaged items that were brought in from home. Any items that may have been brought in should be kept in your child's bookbag.

Weekly Rates: This is for people who need consistent full time After-School care. When you choose your hourly session, you will pay by the month. As a new month begins, and you no longer need After-School Care, you must let us know in writing. Billing will continue unless you call the office to withdraw from the ASC program. To register, please choose an hourly session from the table below, please contact the main office for any further questions.

Hourly Sessions	First Child Weekly Cost	Second Child Weekly Cost	Third Child Weekly Cost
2:30-3:30	\$60.00	\$75.00	\$90.00
2:30-4:30	\$120.00	\$150.00	\$180.00
2:30-5:30	\$180.00	\$225.00	\$270.00

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Late Fees:

<u>Duration</u>	<u>Fee</u>
15 minutes	\$6.00
45 minutes	\$21.00
1 hour	\$30.00
More than 1 hour	\$55.00

Program Payment: All payments are due by the 15th of each month. Parents will be billed monthly. Payments are based on your after-school care session choice (regardless of absences). The principal must approve any changes to your bill. If a receipt is needed, one will be provided upon request.

*Prompt payments are required. Failure to adhere to this policy will result in suspension of services until all payments are made. *

1. Please note: This program is intended for After-School Care, not as a drop-in program.
2. When choosing hourly sessions, please be advised that payments are created for weekly rates only, not for the days specifically attended. Therefore, any absent days during the weekly schedule will be billed to your account.

Reservations: Reservations sheets for the 2023-2024 School year will be sent home with this letter. Please fill out one form per child. If you have a change during the day, please call the office at 315-336-6190 to advise of the change.

Sign Out/ Proof of Identification: Please note that it is the policy of the school and program to request identification from any adult picking up your child; a picture ID should always be readily available. No child will be released to any adult that has not been authorized to do so. If you need to add another authorized pick-up person, please add them to your child's original Emergency Contact Card (located in the main office). Once given access to the after-school care program, please sign your child out each afternoon when you pick them up. The sign out sheet will be located next to the door.

Fire Drills: The After-School Care program will participate in all fire drills or emergency evacuations conducted by the school. Please note that if a fire drill is being conducted at the same time as your pick-up time, your child will be released to you when the drill is over.

Health/Minor Accidents/Emergency Situations: If your child gets sick at the program, it will be expected that your child be picked up in a timely manner. Note that if your child has a fever or vomiting, the child will not be able to attend school the next day. Please see the nurse for additional information if needed.

Accidents: All bumps and scrapes will be documented on a Catholic Schools accident report form. The accident report will be signed off by a staff member, director and then placed in the child's file.

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Medical emergencies: Should there be a medical emergency while your child is in the ASC program, the staff will adhere to the following procedure:

- Fire/Rescue will be called (911)
- Staff/ Director will call contact the parent
- If medical transport is needed, the director or other responsible staff will accompany the child to any medical facility with the medical team and will remain with the child until the parents arrive
- An accident report will be completed

Discipline: During your child's time at the ASC program, our staff considers the routines, room environment, transitions and how these affects a child's behavior. Therefore, we promote a positive learning environment through positive reinforcement, redirection, and staff intervention. We encourage children to verbally express their feelings.

Children are NEVER disciplined in any manor that is threatening, demeaning, or frightening.

Discipline is an external tool used to help children learn control. All children learn by testing limits, making mistakes and experiencing the consequences for each action and behavior.

When a child misbehaves, the ASC staff will use the following strategies:

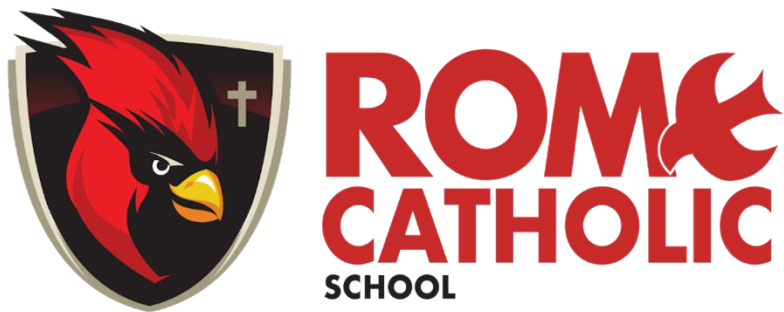
1. A warning and explanation of the inappropriate behavior.
2. Redirection
3. Loss of privilege, and temporary removal from the group.
4. Any severe and/or repeated behaviors will consequently lead to temporary or permanent removal from the program.

Behavior: Our program and school prides itself in being a safe, happy and positive environment for all our students and staff. In order for this to take place we have two general rules.

Please review these rules with your child:

1. We are respectful to all staff and to each other. We speak and treat others as we should be treated. We respect our environment, our equipment, our supplies and the school.
2. We share toys and games. Sharing does not mean giving up an item when it is being used. We share the responsibility of picking up and maintaining a clean and orderly program.

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Rome Catholic School 2023-2024
After-School Care Program
Acknowledgement Sheet

I have read and understand the policy and procedures of the After-School Care program.
If I violate any of the above operational procedures, I may lose my child's ASC scheduled sessions.

Printed Name Date

Director or Principal Signature Date

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