



St. Paul Parish School

After School Care Program

Parent Handbook

2017-2018

MISSION STATEMENT

The St. Paul Parish School After School Care Program has been established to provide quality and consistent care after school for our students. The program is an extension of the mission of the school, providing a quality program in a safe and nurturing environment.

The program is sponsored through St. Paul Parish School and therefore operates in cooperation with all school policies. It also strives to follow regulations set forth by the Children's Care division of the State of Oregon.

GENERAL OPERATING POLICY

The After-School Care Program is only offered to the students of St. Paul Parish School.

KINDERLIME

To better improve our sign in and sign out of our students that use the program we adopted an online application called Kinderlime. With using this site, it will be easier for parents/guardians to keep track of days and times that their child/ren have used the program. Along with using Kinderlime when your child/ren are signed in on Kinderlime by one of the After School Care program staff members each parent/guardian will get a notification via email of sign in of their child/ren. With signing out from the program it is in the best interest of the child/ren, we require a parent/guardian to come to the room to sign out the child/ren when picked up. When a parent/guardian signs out their child/ren our online site will require a pin number that is assigned by Kinderlime to each child and will also require a parent/guardian signature upon departure.

ATTENDANCE

When a student that is enrolled in our After School Care Program is absent or has left early from school, a parent/guardian should email the after school care program director Samantha Kast at afterschoolcare@saintpaul-school.org by 12:00pm stating that their child/ren will not be attending After-School Care on that day. This will allow the manager to have a better understanding of how many students will be attending the After-School Care each day.

Students that have been sent home during the normal school day as the result of illness may not be allowed to return to school that day to attend the After School Care.

AUTHORIZATION TO ATTEND OUTSIDE ACTIVITIES

Children will not be released to parties, meetings, sports or other activities without prior written authorization from a parent/guardian (signed and dated). In emergency situations, an email may be sent to the program director Samantha Kast at afterschoolcare@saintpaul-school.org regarding special circumstances.

OPERATION HOURS

The After School Care Program will operate Monday through Friday from school dismissal time to 6:00pm. Students will be picked up from the classroom teacher by the After-School Care Program staff member and escorted to the library. The program will operate on noon dismissal days but will not operate on various teacher in-service days and non-school days.

EMERGENCY CLOSINGS

The After School Care Program will follow St. Paul Parish School closing due to weather, etc.... In the event of an emergency closing due to weather or unforeseen reasons, please expect an email or phone call from the school.

PAYMENT AND BILLING

Monthly invoices will be taken from Kinderlime and billed to families. Payment is due on the first of every month. Delinquency in payment may be cause for student dismissal from the program. For more information on tuition rates see page 6.

STAFFING

Children will be supervised by the Program Director and by an adult caregiver at all times at the recommended ratio (one adult per 10 students age 4 and above and one adult per 15 students ages 5 and above) under Children's Care Division guidelines for daycare.

CURRICULUM

There will be established schedule for programs and activities during the afternoon session to include free and structured play, homework time, and arts and crafts. The schedule will be posted outside of the library.

DRESS CODE

Students that attend after school care will remain in the school dress code and that will include the days when the school has relaxed dress.

DISCIPLINE GUIDELINES

Our goal is to provide a positive atmosphere and to nurture the self-esteem of each child. Students will be expected to follow the Schoolwide Learning Expectations established at St. Paul Parish School. Any disciplinary action for inappropriate or unacceptable behavior will be in accordance with school policies. The staff members of the After School Care Program will work with the principal and assistant principal regarding serious matters. Parents will be kept aware of situations and are encouraged to contact After School Care Program staff if there is a concern.

CELL PHONES, I-PADS AND OTHER ELECTRONIC DEVICES

Students that participate in the After School Care program are not allowed to have cell phones, ipads or any other type of electronic devices while attending the program times. All electronic devices will be handed into one of the After School Care Program staff members when entering the library. These devices will be kept in a box and will be handed to the parent/guardian at time of pick up. Students will have access to use school owned iPads/Computers but only when needed.

ILLNESS AND EMERGENICES

Parents are advised to make an alternate plan for care in the event they become unexpectedly detained. If a child becomes ill during after school care, the parent will be notified and asked to pick up their child. School policies will be followed regarding illness.

In case of injury, staff members, according to instruction by the American Red Cross, will administer first aid. Minor injuries will be treated and the child will remain in the After School Care Program. In the event of an injury requiring the attention of a physician, the parent will be notified and asked to take responsibility.

All parents/guardians must give After School Care Program written authorization to act according to the best judgment of caregivers if immediate action is necessary in case of illness or accident and the parent/guardian cannot be reached.

SNACKS AND LUNCH ON NOON DISMISSAL DAYS

On normal school days there will be a healthy snack that will be provided for students upon arrival into the library. These snacks are nut free. If you have a child with special food needs, please speak to the After School Care Program Director about them.

For noon dismissal days' students can either bring their own lunch or upon request from parents/guardians lunch may be provided to their child/ren on these days.