

Aquinas Academy After-Day Program

2018-2019

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Welcome to the After-Day program! Aquinas Academy provides this after-school program to support families and parents who have a need for supervision beyond the hours of the regular school day. The program will provide supervised care, activities, and homework supervision in a Christian environment for those students currently enrolled in grades K through 8 at Aquinas Academy. Supervision will be conducted by qualified adults who have obtained full security clearances.

The program will operate each day school is in session beginning **Tuesday, August 28th**. The program begins at the school dismissal and ends at 5:45 p.m. It will be located in the Early Years Building, in the classrooms behind Preschool. After-Day will NOT be available on days that school is not in session, per restrictions on hours of service before it would be necessary to be licensed as a Daycare in the Commonwealth of PA.

The daily routine will be as follows:

- Attendance
- Snack
- Active Play (Outdoors, weather permitting)
- Homework
- Indoor Activities

Procedures

Registration

Any parent wishing to utilize the After-Day Program **must** register and complete the emergency form prior to the child/ren attending the program

Behavior

Behavior expectations are the same as those for the school day. Students will be expected to respect each other, the staff, and the materials and environment. Should misbehavior occur, the students involved will be removed from the activity for a period of time, and the parent will be notified at dismissal. Serious behavior incidents may result in an immediate phone call to the parent, conference with the head of school, and possible removal from the program.

Snack

A snack and drink will be provided daily. Any student with food allergies must have this documented on the registration and emergency forms. Such instances may require that the student bring his/her own snack in a bag marked with his/her name. Snacks will vary and may include foods such as: jelly bread, fruit, cheese crackers, granola bars, muffins, etc. Drinks will be juice or water.

Homework

A homework period will be provided daily and help will be given when needed. It is the responsibility of the student to acknowledge and complete any assignments using the available resources. The staff is not responsible for checking homework. Students are responsible for bringing all materials with them as it may not be possible for the student to return to the classroom after hours.

Recreation

Games, organized activities, and occasional crafts will be provided for the students. Weather permitting, students will go outside to play. Occasionally, an appropriately rated and approved video may be shown.

Illness/Safety

Should a child become ill or hurt during the program hours, the parents or another authorized adult will be notified. The child may need to be picked up at that time. A fully stocked first aid kit will be provided to the program and basic first aid will be given when needed. In cases of a more serious nature, the staff will proceed to seek emergency care as indicated on the release form.

Attendance

Parents must provide a note for the classroom teacher so that their child may be sent to the After-Day Program at the end of the school day. Those who will attend daily should indicate that the first time the note is sent. In that case, a note should subsequently be sent on days that the child WILL NOT ATTEND after-day. Students with occasional use must present their teacher with a note in the morning so that the teacher knows to keep the student from bus dismissal.

Dismissal

In order to be dismissed, a parent or other authorized adult must sign each child out in person. All authorized adults must be listed on the registration form. Any adult may be asked to show valid identification. No student will be permitted to leave the program or school campus without an authorized adult.

Program Fees:

There will be a \$25 registration fee per family. This fee is non-refundable and due at the time of enrollment in the program. This will be used toward initial supplies, snacks, and startup costs. Other regular fees are based on the following rates:

<u>Number of Students Enrolled</u>	<u>Hourly Rate</u>	<u>Weekly Rate</u>
1 Child	\$9 / hr	\$90 / week
2 Children	\$13.50 / hr	\$135 / week
3 or more Children	\$17 / hr	\$170 / week

As stated, the program closes at 5:45 p.m. Except for cases of extreme emergency, a \$5 per fifteen minute late fee will be charged for any students picked up after 5:45 p.m.

Parents must indicate the time of sign out, and billing will be to the nearest ½ hour or portion thereof. A student who is present from 3:15 until 5:30 will be charged for 2 ½ hours, or \$20 for the day. In all cases, a family will be charged at the lesser of the Hourly or the Weekly rate. For example, if a student participates daily, but only until 4:30, the hourly rate of 1 ½ hours @ \$8 / hour is \$60 for the week, rather than the \$90 weekly rate. Billing will be done on a monthly basis at the end of the third week of every month, and a statement sent home. Payment for that period will be expected by the last day of the month.

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Health Records

Each registrant in the after-day program will have a copy of their health record, including immunization record, kept in a binder in the after-day area.