

**ST. DENIS - ST. COLUMBA
AFTERSCHOOL PROGRAM
(845) 227-7777**

The Afterschool Program is designed to provide a service to parents who are in need of child care after school dismissal. This program will be available from school dismissal until 6:00 p.m.

ACTIVITIES

The Afterschool Program will not just be a babysitting service. The children will be supervised at all times and encouraged to participate in all activities including arts and crafts, games, videos, and physical activities. A snack will be provided. A quiet area for study and reading will be available for the children to use if they choose. *Note: We feel a child needs the support and encouragement of a home environment to help them complete their required school assignments. Therefore, it will not be the intent of this program to insure that all homework is completed during Afterschool.*

FEES

All fees will be billed on a weekly basis. There is a \$10 per child registration fee that is required to register your children with the Afterschool Program. The fee schedule is included at the end of this policy.

HALF DAYS

The Afterschool Program will be available on scheduled early dismissal days. Children should bring a lunch and a drink for those days. An afternoon snack will be provided.

LATE PICKUP FEE

It is very important that parents understand that to provide a safe environment for the children, certain staffing requirements must be met. Therefore, if your child is not picked up by 6:00 p.m., an additional ten dollars every fifteen minutes will be assessed. It is understandable that emergencies do arise that might make it impossible to pick up at the scheduled time. Every effort must be made by parents to notify the Afterschool office immediately if such a case occurs. If a pattern of continuous late pickups occur, the matter will be addressed, and the family will have to make other aftercare arrangements.

RELEASING OF STUDENTS

Parents will be asked to provide the Afterschool Program with the names of the people authorized to pick up their children. Under no circumstances will a child be released to any unauthorized person. If an attempt to do so is made, the parents will be contacted immediately. There will be a sign out sheet that must be completed when a child is picked up. *Note: Children cannot be signed out and then returned to the program at a later time.*

EMERGENCY CONTACT NUMBERS AND PICK UP AUTHORIZATION

Parents will be asked to complete these forms to be kept on file. The emergency contact phone numbers will be used in case of illness or injury. The authorization form is necessary for your child to be released from Afterschool care. Please update all phone numbers on a regular basis.

SCHOOL EMERGENCY

If ever the occasion should arise that a school emergency is called, the emergency relay system instituted and the children sent home on the busses for their safety and those of the faculty, then there will be no Afterschool care for that day. A credit will be issued to those scheduled to attend. The emergency relay system will be the only notification given about the school closure. There will be no notification made directly by the Afterschool office.

WEATHER RELATED CLOSURES

If school is dismissed early due to winter weather conditions, the children will be sent home on the buses. There will be no Afterschool care for that day. If school is cancelled, there will be no program.

CONDUCT

All children are expected to conduct themselves in a manner which will reflect positively on themselves, their parents and the school. Each child is expected to show due respect to other children and the teachers. In the interest of safety and order, there will be no running in the hallways or classrooms. If the children are involved in fighting, parents of the offending children will be contacted. The Caretakers have the authority to remove any child from the Afterschool care until such conduct is corrected.

COMMUNICATION

If you wish to leave a message with one of the staff of the Afterschool, please call the school office.