

St. John the Evangelist School

2017-18 After School Program Handbook

Admission Policies

The After School Program will be available to students who attend St. John the Evangelist School, including St. John's Pre-School.

Days/Times of Operation

The After School Program will operate on all days that school is in session (full days, half days, and early dismissal days) with the following exceptions:

- October 13 - Carrollton High School Homecoming Parade
- Any day that is dismissed early due to weather or other emergencies

The program will be available for students from dismissal time until 6:00pm.

Arrival/Dismissal Procedures

Upon dismissal from the last bell of the school day, the participating students are to report directly to the 8th grade home room for further instructions.

Only authorized parents or people designated by the parents may sign out a child from the program. A list of authorized persons is required on the registration form and will be kept on file in the office. If someone other than the parent or person authorized by the parent is to pick up a child, the parent must give written authorization. The parent or designated person must personally come into the building to sign the child out no later than 6:00pm. At the time of departure, the person picking up a child may be required to present some type of identification before your child will be allowed to leave with them.

Activities

The students will be supervised as a group in the room/area to be determined by the supervising adult. The students will remain on school premises at all times. The students will be given time for a snack break. However, snacks will not be provided by the After School Program. Students must bring snacks/drinks from home if they wish to have a snack after school. The students will be given time to do homework before playing or participating in organized activities. They will have access to playground and gym depending upon weather and gym schedules.

Discipline

All discipline regulations established by St. John the Evangelist School apply to the After School Program. Students will be expected to abide by these regulations. If a student does not obey program personnel, the situation will be discussed with parents. If the problem continues, the student may be removed from the program.

Staff

The adult(s) and helper(s) working for the After School Program will be carefully screened, interviewed, and monitored by the principal, Julie Lake, and the pastor, Father Mariadas Chatla. Any adult selected to work for the program will be required to take Protecting God's Children and have a background check completed prior to beginning.

Cost

This program is self-supporting. All expenses, such as staff salaries, are met from the fees charged.

There will be a one-time per year non-refundable registration fee of \$15.

The After School Program is divided into two blocks of time for normal school days:

		<u>Total Per Day</u>	
Block 1: 3:10pm to 4:30pm	\$3/1 child	\$5/2 children	\$6/3+ children
Block 2: 4:31pm to 6:00pm	\$5/1 child	\$8/2 children	\$10/3+ children

For example, if you pick your child(ren) up before 4:30pm, the cost is \$3 per day for 1 child, but \$6 per day for 3 or more children. If you pick your child(ren) up after 4:30pm, the cost will be \$5.00 per day for 1 child, but \$10 per day for 3 or more children. If a child is not picked up by 6:00pm, the parent will be charged an additional \$5 per every 5 minutes they are late. The fees must be paid in advance on the first day of each week.

Early Dismissal

On 11:30am dismissal days, students will need to bring their lunch with them. The **additional** rates for those days (for the time between 11:30am and 3:10pm) will be as follows:

\$12/1child \$15/2 children \$20/3+ children

Registration Form

Parents' Names _____

Name(s) of Child(ren)

Please indicate the approximate pick-up time on each day you anticipate your child attending the After School Program. We understand these days/times can change, but we need estimations for staffing purposes. Exact days/times will be recorded on the sign-out sheets each day.

Monday Tuesday Wednesday Thursday Friday

_____ I have read, understand, and agree to follow the policies in the After School Program Handbook.

_____ I understand that if at any time the After School Program does not have enough income to support itself, it will be terminated.

_____ I have checked to make sure the medical information, phone numbers, emergency contacts, etc. are correct in my child(ren)'s SchoolSpeak account.

The following people have my permission to pick my child up from the After School Program:

Parent Signature

Date