

# Visitation Catholic School



## After School Care Program Handbook



**Program Overview:** Visitation wants to provide a program to better serve those families that are in need of after school care for their child/children. This program is run by the school and will be staffed by Visitation teachers/staff. Families that register can utilize the program and know that their child/children are being cared for and looked after in the safety of the school environment with opportunities for play and homework completion.

**Registration:** If you wish to register your family, please fill out the last sheet of the handbook and return to school. Families will be asked to complete a calendar two weeks in advance as to what days they will be sending their child/children to After School Care and what time they will be picked up. This allows for teachers to know who to expect and when.

**Attendance:** No child may participate in the After School Care program unless a parent/guardian has registered him/her.

Students who participate in any after school activities such as chess club, art club, or sports teams are still eligible to attend the After School Care program.

There will be no After School Care on half-days which is an 11:30am dismissal time. Please be advised of this so you are able to secure other daycare on those days (Nov. 2<sup>nd</sup>, Dec. 22<sup>nd</sup>, Feb. 16<sup>th</sup>, and May 4<sup>th</sup>).

**Fees:** Families will be charged for the number of hours their child/children attend the program. Program coordinator will log the hours and families will receive a statement once a month from the rectory and payment can then sent through the school.

Cost:

\$5 per child per hour

**Billing:** The total hours your child/children use the After School Care Program will be logged and sent to the Rectory on the last day of the month. Families will then be sent a statement from the Rectory.

**Check-In for After School Care:** When the dismissal bell rings at 3:00pm, students who will be attending After School Care will go directly to the Library where they will check-in. If students are first attending another after school club or sport, they will report to After School Care when

that ends. If this is the case, please let the After School Care coordinator know ahead of time when they will be checking in.

**Pick Up from After School Care:** Every parent will need to pick up their child from the Library door entrance which is located near the convent and the circle drive. Every child will need to be picked up by a parent/guardian or someone listed on their emergency sheet. Every adult picking up a child must sign them out. The safety of our children is our primary concern.

Children must be promptly picked up at 5:30pm.

### **Daily Activities:**

Snack: Provided by the parents and brought to After School Care on a daily basis

Homework/Quiet Time: Time is set aside each day to allow children to work on their homework. Staff will supervise homework time and offer occasional assistance as needed. They cannot, however, provide constant one-on-one supervision or tutoring.

Group Activities: The children participate in daily activities ranging from active group games to quiet games to crafts and other special activities.

Free Play/Choice: Activities during free time range from playing in the gym (when available), crafts, drawing, puzzles, board games, cards, reading, etc.

### After School Care Schedule:

3:00-4:15pm: Check-in, snack, Outdoor/Gym recess time

\*Please note that every child must bring his/her own snacks on a daily basis

\*Please note that every child will go outside. We will go outside unless it is raining, snowing, or it feels like the temperature is 10 or below.

4:15-5:00pm: Homework/Study Time/Quiet Time

\*Please note that every child is expected to work silently and independently at this time. If homework is not assigned, the child can read, draw, or work on a silent activity.

5:00-5:30pm: Games/Crafts

5:30pm: After School Care ends

\*\*The above schedule may vary slightly based on planned activities or available gym time on occasion.

**Snacks:** There will be a snack time each day after school. If your child would like a snack, they must bring one from home each day. Snacks will not be stored for a child. Please be considerate of food allergies. There is no sharing of snacks with other students.

**Viking Code of Conduct:** “I will work hard today and every day to follow the example of Jesus.”

It is the goal of the program to provide a safe, healthy, and secure environment for all After School Care participants. Children attending the After School Care program will be expected to exhibit polite and positive behavior.

**Illness and Injuries:** If your child is ill and will not attend school, please also contact the program coordinator to inform them that your child will not be in attendance of the After School Care. (Could we just get an attendance list printed each day?)

If your child becomes ill while in our care, a parent will be contacted and asked to pick up their child. If the parent cannot be reached, the staff will phone the person listed on the emergency contact form.

All injuries will be treated as needed, including washing, applying Band-Aids, or ice packs. Parents/Guardians will be notified upon pick-up. Parents/Guardians will be contacted **immediately** in the case of more serious injuries.

**\*\*During After School Care hours, if necessary, please use the Library Phone number to reach a staff member.**

**Library Phone number:**

630-834-4931 ext. 303

**\*\*Any questions, concerns, or last minute changes, please reach out to one of the coordinators directly.**

**Coordinator Information:**

Liz Letellier (Teacher coordinator)

[lletellier@visitation.il.k12us.com](mailto:lletellier@visitation.il.k12us.com)

Katie McVey

630-834-4931 ext. 313

[kmcvey@visitation.il.k12us.com](mailto:kmcvey@visitation.il.k12us.com)

Visitation After School Care

Family Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Best number to reach you (work #, Cell #): \_\_\_\_\_

**Students Attending:**

Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Necessary medical information: \_\_\_\_\_

Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Necessary medical information: \_\_\_\_\_

Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Necessary medical information: \_\_\_\_\_

**Emergency Contact Information (in the case a parent cannot be reached):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Other people who are allowed to pick up your child/children from After School Care:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_