

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:

September 11, 2018

October 9, 2018

November 1, 2018 (P/T Conferences)

November 13, 2018

December 11, 2018

December 21, 2018 (Christmas break begins)

January 15, 2019

February 12, 2019

March 12, 2019

April 9, 2019

May 14, 2019

Fees: Families will be charged for the number of hours their child/children attend the program.

Cost: \$5 per child per hour

Late fee: \$1 per minute when pickup occurs after the 5:30pm end time

Billing: The total hours your child/children use the After School Care Program will be logged daily and a statement will be sent out monthly. Please send all payments to the school office c/o Katie McVey. Cash and checks (made payable to Visitation School) accepted.

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. (See Late Fee policy under "Fees" section of handbook)**

Daily Activities:

Snack: Provided by the parents and brought to After School Care on a daily basis (Must be Nut Free...see more information under "Snacks" section of the handbook)

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. *Please have students dressed weather appropriate (hats, gloves, etc.)*

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. Snacks must be NUT FREE. Please visit www.snacksafely.com for an updated list of approved snacks.

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. DO NOT EMAIL teachers as they do not access to email during this time.**

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@visitationelmhurst.org

Katie McVey

630-834-4931 ext. 313

kmcvey@visitationelmhurst.org

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:** _____