

ST. HENRY CATHOLIC SCHOOL

2021-2022 AFTER CARE PROGRAM

MISSION

The mission of the After Care Program is to provide an environment that allows students to play and work on homework in a safe environment until their parent, guardian, or person designated by the child's parent or guardian arrives to pick them up.

CONTACT INFORMATION

Director: Jessica Andrews, Director
859-342-2551
jandrews@sthenrynky.com

Hours: 2:30-6:00 PM

REGISTRATION

To attend the After Care Program, a student must have a registration form on file. Students may attend any day of the week once registered. Registration forms are available in the school office or by clicking [here](#).

COST (INCLUDES SNACK)

	1 child	2 children	3 or more children
1 hour	\$6	\$11	\$16
2 hours	\$12	\$22	\$32
2-3.5 hours	\$14	\$26	\$38
Pickup after 6 PM	an additional \$20	an additional \$20	an additional \$20

ATTENDANCE AND FEES

Any St. Henry Catholic School student may attend the After Care Program on as many or as few days as needed by the family. If a child is scheduled in advance, but will not attend on a certain day, notice should be given before 2:30 PM.

On any day of early dismissal due to weather or other reason, the After Care Program will not operate. All children must be picked up by the child's parent, guardian, or person designated by the child's parent or guardian, at dismissal.

The fees for attending the After Care Program are listed in the chart above. The fee is charged for a child for the entire time that the After Care Program is responsible for the child. Attendance fees for any day or days in a week are expected to be paid in advance. Student accounts must be current as of the 15th day and the last day of each month. If the student account is not current as of the 15th day and the last day of each month, then the child will not be allowed to return to the After Care Program until all delinquent fees and all anticipated fees for the following week have been paid.

A family may disqualify itself from the After Care Program by repeated delinquencies in payment of fees. The decision on disqualification from the program due to repeated delinquencies will be made by the parish business manager.

Payments may be paid in cash or check. Checks should be made payable to St. Henry Catholic School with a memo note referencing the After Care Program and turned into the school office. For cash payments, please use the provided envelopes available from the program director or the school secretary.

To reduce the possibilities of misunderstandings, parents and guardians should keep their own records of attendance and payments. Requests for account status (amounts due, payments, etc.) should be made in writing to the program director or school secretary. Requests for information needed for tax and/or flexible spending accounts or similar purposes are welcome. Any such requests should be made in writing to the program director or school secretary, allowing enough time for gathering and recording the necessary information.

DAILY SCHEDULE

The After Care Program follows a structured daily schedule so that students will know what is expected each day.

Time	Activity
2:30-2:40 PM	Dismissal from school
2:40-3:20 PM	First snack time; bathroom break
3:20-3:55 PM	Homework; structured play or activity
3:55-4:10 PM	Second snack time; bathroom break
4:10-4:30 PM	Outdoor play; weather permitting
4:30-6:00 PM	Finishing homework; supervised free play

SAFETY

The safety of all students is a top priority at St. Henry Catholic School. As recommended by the Elsmere Police Department, please observe the following safety guidelines:

1. All adults must be prepared to show photo identification when picking up their child. Siblings that drive must also show photo identification when picking up their sibling. The sibling's name must also be included on the student's registration form as a designated pick-up person.
2. Only adults/siblings listed on the After Care Program registration form will be allowed to pick up students. Please make sure that you keep your registration form up-to-date before sending someone new to pick up your child.
3. Only After Care Program staff members are allowed to open the doors. Please do not hold the door open for anyone, even if it is another parent whom you know. Never prop the door open and please make sure the door shuts completely when you enter or exit. Students will be reminded to not open the doors. Please do not encourage children to open the door for you.

CLOTHING

Students are permitted to bring a change of clothing for the After Care Program. Outside play occurs even when the weather is cold. Students are encouraged to wear comfortable clothing, shoes, and bring appropriate attire (coats, hats, gloves, etc.) for the weather. Clothing needs to follow the non-uniform guidelines as outlined in the school handbook.

AFTER SCHOOL ACTIVITIES

If a child leaves the After Care Program for activities on campus after signing in to the After Care Program, that child must be accompanied and signed out by the activity leader, coach, or other adult designated in writing by the child's parent or guardian. If a child returns to or joins the After Care Program after the activity, that child must be accompanied and signed in by the meeting leader, coach, or other designated adult. Please send in a note with your child on the days that they will be signed in or out by another adult for these activities.

BEHAVIOR MANAGEMENT

Students are always expected to show respectful behavior. School rules are expected to be followed. To encourage positive behavior, students consistently following rules or observed doing kind actions will have their names entered into a weekly drawing. Each week, two names are selected and are rewarded with their choice of a small prize (valued at \$1). Once a child's name is drawn, they cannot be entered into the drawing until every eligible student has been awarded a prize.

Consequences for rules not being followed vary. For example, younger students may have to sit in a time-out, while students in sixth through eighth grade may be issued a written notice. Parents will be informed of any serious behavior infraction. Repeated infractions may lead to a conference with the program director and/or principal and may result in suspension or expulsion from the After Care Program.

HOMEWORK

Students are given time to work on homework awhile attending the After Care Program beginning at approximately 3:20 PM. All students in first through eighth grades who are still in attendance at this time are expected to be quietly working on homework. Kindergarten students may work on homework or they may complete it at home. Kindergarten students not working on homework will be offered a supervised activity. On Friday afternoons, extended playtime, and a G-rated movie is offered instead of homework.

Students are expected to be responsible for getting their homework out and completing as much as possible during this time. There still may be studying and/or computer-based assignments that must be completed at home. It is the student's responsibility to bring the necessary materials needed to complete homework. After 3:00 PM, students may not return to their classrooms to get forgotten items.

SNACKS

We provide two snacks and one juice box or bottle of water per day. After that, students are encouraged to refill a water bottle that is brought from home. Parents have the option of sending substitute or additional snacks, if they are allergen free. Clearly labeled items with ingredients listed or obviously allergen free items, such as fruit or lunch meat, are preferred. The program director and/or staff will determine and approve on a daily basis if items sent from home meet the allergy-free requirements.

TECHNOLOGY

Students are **not permitted** to use personal electronics during the After Care Program. Students are not permitted to connect to Wi-Fi or use electronic devices to communicate via text, calls, email, or other means of communication. If you need to communicate with your child, please call the office during school hours or call or email the program director, 859-342-2553, during After Care Program hours.