

St. Barnabas Aftercare Program Guidelines

Directors: TC Kidwell, Cassie Koors
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Indianapolis, IN 46217
Aftercare Cell Phone Number - TBD
aftercare@stbindy.org

Dear Parents,

Welcome to the St. Barnabas Aftercare Program! We look forward to working with your child/children and you during this school year.

The attached guidelines provide information about our program. It discusses the program in detail including cost of the program, late payment information, electronic/toy use in aftercare, and discipline plan. Please note dismissal policy for extracurricular activities and the electronic devices/toy use in aftercare. We would appreciate you acknowledging the receipt of these guidelines by signing and returning to school the form below with your first aftercare payment.

If you have any questions regarding the program, please feel free to contact us at anytime.

Sincerely,
TC Kidwell and Cassie Koors

AFTERCARE REGISTRATION

Directions: Please print this form and the aftercare guidelines. Please complete and sign.

**A registration fee of \$15.00 will be assessed the first day your student attends aftercare.*

CHILDREN:

(First and Last)	Grade	RM#	Teacher
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(First and Last)	Grade	RM#	Teacher
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(First and Last)	Grade	RM#	Teacher
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(First and Last)	Grade	RM#	Teacher
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(First and Last)	Grade	RM#	Teacher
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PARENT/GUARDIANS NAMES:

MOTHER: _____ FATHER: _____

STEP MOTHER: _____ STEP FATHER: _____

PLACE OF EMPLOYMENT: (PLEASE PUT A STAR NEXT TO WHO TO CALL FIRST)

MOTHER:

FATHER:

EMPLOYER

EMPLOYER

WORK ADDRESS

WORK ADDRESS

WORK PHONE

WORK PHONE

CELL

CELL

HOME ADDRESS: _____

TELEPHONE (Landline): _____ EMAIL: _____

ALLERGIES: _____

MEDICAL RESTRICTIONS OR PROBLEMS WE SHOULD BE AWARE OF:

MEDICATION:

If your child is to take medication, a note must be sent for each specific date and time. Remember the school office closes at 3:00 so medication left in the office cannot be obtained by a staff member.

PHYSICIAN'S NAME: _____ ADDRESS: _____

PHONE: _____ HOSPITAL PREFERENCE: _____

PERSONS TO CONTACT IN AN EMERGENCY AND PICK-UP AUTHORIZATION

NAME PHONE CALL FIRST

NAME PHONE CALL SECOND

NAME PHONE CALL THIRD

NAME PHONE CALL FOURTH

THE FOLLOWING INDIVIDUALS MAY NOT PICK UP THE CHILDREN FROM AFTERCARE AND WE SHOULD BE NOTIFIED IF THEY ARRIVE:

1.)

2.)

3.)

Program Ends at 5:45 PM

If your child is not picked up by 5:45, one of the above people will be contacted and a late fee assessed according to the St. Barnabas Aftercare Program Guidelines.

By registering for the program and signing this form, our family is stating that we have read the St. Barnabas Aftercare Program Guidelines from the school website.

Parent(s)

Signature: _____ Date: _____

Purpose of the Program

St. Barnabas School is providing a consistent and quality childcare alternative to parents who are unable to be available to supervise their children when school is not in session. The Aftercare School Child Care Program is not designed to be an extension of the school day, and as such, the program does not impose strict education curricula. Instead, a more open-minded setting is provided where children will be allowed to pursue their own interests, complete their required homework, and explore new interests as well.

Registration

Parents interested in enrolling their child in the program must complete all registration information. Parents must agree to keep the information on the registration forms updated as necessary throughout the year. Parents using this program on an occasional basis are still required to complete a registration form. Last minute registration can only be made in an emergency situation by calling the school office. A \$15.00 registration fee will be assessed the first day your child/children attends aftercare. It will be included on your first bill. If this fee is not paid, your child will not be able to attend the St. Barnabas Aftercare Program.

Contacting the Aftercare Staff

A phone will be available in the cafeteria in case of emergencies. PLEASE NOTE: **The school office closes at 3:00 PM and therefore the after care staff cannot be reached by calling the office.** If you need to contact the Aftercare staff, please use the number provided to you.

Aftercare Hours

The program will be in session from 2:45-5:45 on all days that school is in session according to the school calendar with the following exceptions - Good Friday and the last day of the school year. Please refer to the monthly school calendar and the weekly newsletter for changes in schedules. In case of school closings (weather etc...) THE AFTERCARE PROGRAM WILL NOT BE OPEN. When school dismisses, at 1:00, aftercare will be available at a slightly increased fee. Please see below.

Payment Procedure

All payments may be made through the school office by checks made out to St. Barnabas with Aftercare on the memo line. Statements will be sent home on Mondays for the previous week. Cost of Aftercare will be as follows.

	2:45-4:00 (Pick Up Before Snack)	Or Pick Up After Snack... (Anytime after 4 to 5:45)	After 4 Every Day for 5 Days.... Weekly Rate	Early Dismissal 1:00-2:30	Early Dismissal between 2:30 until 5:45 (includes snack)
1 Child	5	12	60	5	14
2 Children in family	9	18.5	92.5	9	20.5
3 in family	11	21	105	11	23
4 in family	13	23.5	117.5	13	25.5
5 in family	15	25	125	15	27

Payment can be accepted by the Aftercare Staff: The Aftercare Staff will turn payments into the school office. Individual accounts will be updated on a weekly basis and fees will be assessed. Late notices will be sent home with students and via email if necessary. **If you become more than 30 days past due with your aftercare payments we reserve the right to refuse your child in aftercare and other arrangements will need to be made for your child. Please do not hesitate to communicate any problems regarding payments with the aftercare directors.**

Late Fees

The program ends daily at 5:45pm. The late fee is \$15.00 per child if your child(ren) is/are picked up between 5:45-6:15pm and an additional \$15.00 per child for anytime after 6:15. (\$30 total for one child if after 6:16 pm) The late fees will be due the week that the child is picked up late. Please note that our staff's time is important to them as your time is to you and as they may have things going on during their evenings it is important to them that children are picked up on time.

After 6:00pm the staff will call the Parents and emergency contacts to pick up the child. The program director will stay with the child until the situation is resolved. Your Child's enrollment may be terminated for repeated late pick-ups.

Snacks

A snack will be provided by the staff daily. We will offer a healthy snack option along with milk or water at 4:00pm daily. If you wish to send an additional snack with your child that will be fine. The snacks sent in should however not be candy and gum is not allowed.

ALLERGIES TO FOOD AND DRINK ARE TO BE NOTED ON THE REGISTRATION FORM.

Homework

Students may work on homework at anytime during aftercare. Between 2:45-3:15 all students will have a required homework time. It is important to our program that homework is a priority for our students. We do understand that not all grade levels will have the same amount of homework and will have other educational activities (ABC Mouse, puzzles, etc....) available for the students. We will have access to the computer lab for IXI and other computer based assignments. Older students and staff will be available to help with homework as well.

Safety and Emergencies

IN THE EVENT OF A SERIOUS MEDICAL EMERGENCY, STAFF WILL PHONE THE EMERGENCY DEPARTMENT AND THE PARENTS, AT NO TIME CAN STAFF MEMBERS TRANSPORT CHILDREN.

Children will be signed in daily by the staff. Once they are signed in, they may not return to their classrooms without the supervision of the aftercare staff. Only those individuals authorized in advance by the parents will be allowed to pick children up. Parents are responsible to provide those names to the staff on the registration form. Parents need to notify the school office/aftercare staff if different arrangements have been made for their child/children to be picked up. The St. Barnabas School Aftercare Team will check IDs until they can easily name the child and the parents that go together.

NO CHILD WILL BE DISMISSED UNTIL SIGNED OUT BY A PARENT OR PERSON AUTHORIZED TO DO SO

If a child becomes ill while at aftercare the staff will notify the parents, if the parents are unavailable other arrangements will need to be made to pick up your child.

Special Notes

The staff should be notified when a child is participating in after school activities such as school sports, tutoring, etc.... If he or she is returning to aftercare after the activity he or she still need to sign in after the activity with a staff member. STAFF IS RESPONSIBLE FOR ONLY THOSE STUDENTS WHO ARE SIGNED IN. Aftercare is not responsible for any behaviors or actions of students who have not been checked into the program.

Students who need to leave the program for an activity such as kickball, football, etc.... Will need to be signed out by their parents, coaches, or other authorized adults and escorted to their practice. Arrangements for coaches must be made ahead of time by emailing the aftercare staff at aftercare@stbindy.org. Students will not be permitted to leave without being signed out by an authorized adult. The staff will not be allowed to take students to after school activities, and is not responsible for students after they are signed out. Students will be allowed time to change into practice attire while in aftercare.

Children will be allowed outside on days where weather permits and we will have time in the gym available on days where it does not. Please make sure that jackets and warm clothing is at school on days especially in the spring and fall.

Electronic devices are not allowed with the exception middle school students and their school issued Chromebooks. Students are allowed to have their cell phones in their backpacks if the proper permission form has been filled out ahead of time, but the phones are not to be out while at school and are subject to confiscation by the staff. Since we will have access to the computer lab students should not have a need to additional technology. Aftercare staff is not responsible for personal items that are broken while at aftercare.

Discipline

Students who are members of the Aftercare program will be expected to follow the same set of standards that they teachers and school expect from their students.

Aftercare Rules are as follows but not limited too:

1. Be courteous and respectful of staff and other children
2. Be Truthful
3. Keep his/ hand and feet to themselves
4. Always ask permission before going anywhere
5. Follow directions
6. Use materials and equipment in appropriate manner
7. Clean up all materials and snack messes
8. Fighting is never permitted
9. Bad language is never permitted

Children will be expected to behave in an appropriate manner which will contribute to a pleasant and enjoyable atmosphere. Children will be expected to treat each other and the staff with mutual respect and to follow all rules and regulations. The staff will be responsible for administering appropriate disciplinary procedures which may include time-out/ or exclusion from certain activities for minor offenses. More serious problems will be discussed with parents. A serious problem is the child hampering the smooth flow of the program by requiring constant one-to-one attention, is inflicting physical or emotional harm to other children, is physically abusing the staff, or is otherwise unable to follow rules and regulations of the program. Please review the above program rules with your child/children. If a problem does occur, a discipline report will be sent home.