

## **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 **\$20.00** 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.

## **Pick-Up Procedure:**

Step 1: Call the school phone number as you arrive: **317-881-7422 x 277** stating the names of the children to be picked-up. (If held in café – extension 276...parents would be notified).

Step 2: Enter School at Door #2 and **Wait in Atrium**

Step 3: A staff member will bring your child to you. Until our staff members can link a child and care provider by sight, they will ask to see your ID.

Step 4: Sign-out your student(s).

## **Contacting the Aftercare Staff**

A phone will be available in case of emergencies. PLEASE NOTE: **The school office closes at 3:00 PM and therefore the aftercare staff cannot be reached by calling the office.** If you need to contact the Aftercare staff, please call 881-7422 x277 during Aftercare hours.

## **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, or if your child will be attending a practice or activity.

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

Allergies to food and drink are to be noted on the registration form.

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 children.

### **Aftercare Hours**

The program will be in session from 2:45-5:45 on most days, and 1:00-5:45 on early dismissal days 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. **Aftercare will be closed on: October 4, November 27, December 20, April 18 (Good Friday), and May 22.**

When school dismisses early at 1:00, Aftercare will be available at a slightly increased fee: **October 5.**

### **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 pickup between 2:30 until 5:45 (includes snack)
1 Child	7	15	68	7	18
2 Children in family	12	23	108	12	28
3 in family	14	25	118	14	30
4 in family	18	30	136	18	34
5 in family	19	31	141	19	35

Payment can **not** be accepted by the Aftercare Staff. 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 are 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 and/or business office.**

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 remember and respect our staff's time, as well as the shared use of St. Barnabas facilities. 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.

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 needs to sign in after the activity with a staff member. No students will be permitted to check into our program after 5:00 p.m. without prior communication and agreement with the

coordinator in advance.

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 school office. 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 (if the temperature is above 40 degrees and it is not raining). Please make sure that your child **brings a jacket**/coat to school, especially in the spring and fall.

Electronic devices are not allowed with the exception of 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. However, the phones are not to be out while at school and are subject to confiscation by the staff. Aftercare staff is not responsible for personal items that are broken while students are at Aftercare.

Please note: Students who are members of the Aftercare program will be expected to follow the same set of standards that their teachers and school expect from their students. The staff will be responsible for administering appropriate disciplinary procedures which may include timeout/or exclusion from certain activities for minor offenses. More serious problems will be discussed with parents and may include the loss of the privilege of attending Aftercare. More serious problems include but are not limited to: hampering the smooth flow of the program by requiring constant one-to-one attention, inflicting physical or emotional harm to other children, physically abusing the staff, or otherwise is unable to follow the rules and regulations of the program. Please review the program rules with your child/children. Please review the rules with your child/ren, print and sign the Aftercare registration forms and return to school. Please note on the registration form your usual days/ times that your student will be attending Aftercare. This will make for a smoother transition for all of us. Please note any practices/ activities through the communication folder or email.

If you have any questions, don't hesitate to contact us. We are looking forward to a great year!

Peace

**2023-2024 AFTERCARE REGISTRATION**

*Directions: Please print this form and the aftercare guidelines. Please complete and sign. \*A registration fee of \$20.00 will be assessed the first day your student attends aftercare.*

**CHILDREN: \*For the purposes of staffing, please note your usual days and pick up times**

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(First and Last)	Grade/ Teacher	Usual days of attendance/ pick up times
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(First and Last)	Grade/Teacher	Usual days of attendance/ pick up
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(First and Last)	Grade /Teacher	Usual days of attendance/ pick up
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(First and Last)	Grade/Teacher	Usual days of attendance/ pick up
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PARENT/GUARDIANS NAMES: Please put a star next to who to call first

MOTHER: \_\_\_\_\_ FATHER: \_\_\_\_\_

STEP MOTHER: \_\_\_\_\_ STEP FATHER: \_\_\_\_\_

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 PARENTS/GUARDIANS SHOULD BE NOTIFIED IF THEY ARRIVE:**

1.) \_\_\_\_\_

2.) \_\_\_\_\_

**Program Ends at 5:45 PM** If your child is not picked up by 5:45, one of the emergency contacts 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.

Parent(s)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student(s)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_