

# St. Philip Catholic School

After School Care Handbook  
2025 - 2026



*To Know, Love, and Serve God and Others*

## **ABOUT**

St Philip School After School Care program is available for St Philip students in Kindergarten through Eighth grade. The program provides a safe and enjoyable environment for students who cannot go home at the end of the regular school day.

Enrollment is accepted for the full school year only, mid-year withdrawal is not allowed due to staffing being hired according to the number of students enrolled at a 25:1 ratio.

## **HOURS OF OPERATION**

Students who participate in After School Care will be dismissed to the Parish Hall with their class. The After School Care is provided for a fee (contact the school office for information and fees).

The hours are from 3:30 PM until 5:30 PM and observes all student holidays and early release days in the regular school calendar.

SPS reserves the right to make any additional closures throughout the year if necessary due to unexpected school day closures (weather, emergency closure, etc)

## **YEARLY AFTER SCHOOL CARE RATES**

Keeping your child safe for only a few dollars a day!

One Child	Two Children	Three Children	Four Children
\$800	\$1600	\$2400	\$3200

After Schol Care will be billed through FACTS Tuition Management. The full rate may be paid in full in August or monthly due by the 10<sup>th</sup> of each month.

## **DAILY SCHEDULE**

Students are provided with a snack, homework time, and time for play.

## **PICK UP / BUILDING ENTRY**

Parents will be issued a key card for the Cafeteria at the Depot Street entrance. Keycard will only work only on this specific door between the hours of 3:30pm and 5:30pm. These doors will remained locked at all times.

If you have a ride change for your child to someone who IS NOT on your pick up list, please notify the school office prior to 3pm on the day of change.

Pick up must occur by 5:30 PM and will be either in the Cafeteria or on Pioneer Field, as determined by the director. Late pick up will be reported to the principal and may result in removal from the After School Care program.

### **CONTACTING ASC STAFF BETWEEN 4PM-5:30PM**

The main school office is staffed until 4pm should you need to contact After School Care Staff. Between the hours of 4pm-5:30pm call 979-543-0296 or 713-545-8898.

### **DISCIPLINE POLICY**

The rules of behavior are the same as those during the regular school day. If a student can not comply with these requirements, the parent will be notified by the After School Care Director. Students who continue to have difficulty with behavior will be removed from the program.

### **PERSONAL ITEMS AND ELECTRONICS**

Students are provided with toys and games. Toys from home, personal items, cell phones, and electronics are not permitted.

### **DRESS CODE/CHANGING CLOTHES**

Students are expected to remain in their school uniform for After School Care. If a child needs a clothing change to prepare for dance, baseball or other off campus practice the child **MUST** be able to change their own clothing. Staff members, according to Safe Environment policies, are not allowed to assist.

\*girls are required to put their school uniform back on over dance outfits for modesty purposes.