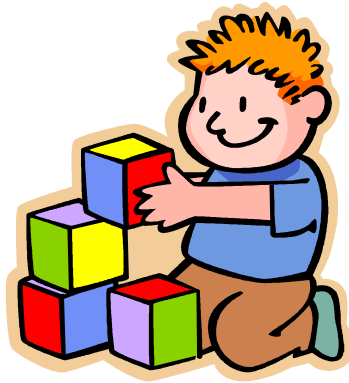


# **St. Catherine Academy**

## *After School Care Program Handbook*



**“Where Every Child is a Gift from God”**

Revised 2/21/2023

**St. Catherine Academy  
413 N. 1<sup>st</sup> Street  
New Haven, KY 40051  
502-549-3680**

Updated 2.21.23





## **ST. CATHERINE ACADEMY AFTER SCHOOL CARE PROGRAM**

### **Hours of Operation**

The After School Care Program will be open from 3:30pm – 5:30pm. Care will not be provided on Early Release Days or when St. Catherine Academy is not in session.

### **Admission Policy**

After School Care is open to all St. Catherine Academy students in grades Pre-K through 8<sup>th</sup> grade, space permitting.

### **Registration**

**There is a \$10 Registration Fee per family.** Registration fee must be paid at time of registration. Registration will generally take place prior to the start of the school year. However, students may be registered at any time, space permitting. Drop-In Students may attend, space permitting, as long as the Registration Fee has been paid and a Registration Form has been completed and is on file. Parents will need to contact the School Office to determine if space is available.

### **Communication**

If there are any questions or concerns, please contact:  
After School Care Program at: (502) 549-3680

### **Fees**

**Registration/Activity Fee:** \$10 per family

**Daily Rates (when the child attends):**

3:30pm – 4:30pm                      \$5.00 per child

4:30pm – 5:30pm                      + \$5.00 per child

**Late Pickup Fee: \$1.00 per minute; per child; beginning at 5:30pm.**

**The school's clock will be used to determine the time.**

## **Snack**

A healthy snack and drink will be provided to students at the beginning of the After School Care Program each day. Snacks should not be brought from home.

## **Program**

The Child Care Provider will bring all students to the Cafeteria once the last bus has departed. Pre-K Students will be brought to the Cafeteria by the Pre-K Child Care Provider at 3:30pm.

(Sample schedule of activities)

3:30 Bathroom/Hand washing / Sign-in / Daily Discussion /  
Homework / Quiet Time

4:00 Hand washing / Snack

4:15 Supervised enrichment games, films, arts, crafts, etc

4:45 Outside Time, weather permitting

5:15 Hand washing / Bathroom / Clean up

5:30 Program ends

## **Daily Release**

A student will only be released to parents or an individual who has been authorized by the parents to pick up the student. In order for someone else to pick up a student the director must have a note including information about who will be picking up the student and the date. Exceptions will *never* be made. A parent must come inside to the cafeteria to sign out the student(s) before picking him/her up each day. A photo ID may be required to verify identity.

## **Discipline Code**

Every student is expected to abide by the rules of the program, respect staff members, other students and all property. If a student violates these standards, the first action will be removing the student from the group and seating him/her alone for a 5 to 15 minute period. If the student does not respond to this consequence and the problem behavior persists, a discipline referral will be completed. Repeated referrals may result in the student being dismissed from the program.

## **AFTER SCHOOL CARE RULES**

1. Each student is expected to participate in all activities to the best of his/her abilities.
2. No student is to leave the supervision of his/her teacher without permission.
3. No foul language or profanity will be tolerated.
4. No biting, pinching, hitting, kicking or bodily harm to another individual will be tolerated.
5. Running in the halls or down steps is dangerous and cannot be permitted.
6. Cell phones are not permitted during After School Care hours.
7. Each student will be expected to help clean up his/her toys, craft supplies and to generally straighten the room.
8. Each student is unique and valuable; therefore, we will expect every student to be treated with respect, love and concern.
9. Please do not bring toys or other articles from home without the permission from the teacher.
10. All pertinent rules listed in the school's Code of Conduct apply to the After-School Care Program.
11. Students are to remain in uniform until picked up by parents. However, shirts may be untucked.

### **Emergency Procedures**

In case of an emergency, parents will be called at home and/or at work. If the parents cannot be reached, emergency contacts indicated by the parent on the emergency registration form will be contacted. In case of a fire or situation that makes it necessary to evacuate the building, all students will be taken to the Gymnasium Building.

### **Medication**

Medication will not be dispensed during After School Care hours. All medication must be given during school hours or at home.

### **Right to Amend**

St. Catherine Academy reserves the right to change policies and procedures contained in this handbook. Parents will be given prompt notice of any change.



**After School Care Program**  
Parent(s)/Student(s) Signed Agreement

We have read and agree to be governed by this handbook.

Student name \_\_\_\_\_

Signature \_\_\_\_\_

Student name \_\_\_\_\_

Signature \_\_\_\_\_

Student name \_\_\_\_\_

Signature \_\_\_\_\_

Parent(s) signature \_\_\_\_\_

Date \_\_\_\_\_