



St. Francis Xavier
School
After School Care Program
Parent's Handbook 2025/2026

Philosophy

The St. Francis Xavier School After School Care Program offers is designed to provide a quality, low-cost, after school care service to working families with school aged children. A “Safe Harbor” is most important for their protection and their development.

The St. Francis Xavier After School Care Program incorporates the following features to ensure the quality of the program:

1. The program is supportive of the policies and procedures of the elementary school.
2. The staff creates a safe, well-supervised environment.
3. The children are encouraged to give input to the program, and to make choices among activities.
4. Activities are planned with the emphasis on active participation, enjoyment, and safety.

The St. Francis Xavier After School Care Program does not discriminate against, race, color, or creed.

Location

After School care is primarily outside. On days they are inside they will be in the Bungalow, Cabrini Hall or Holy Cross Hall depending on the number of students present that day.

Registration Fee

\$25.00 per family, per year

After School Care fees

Monthly Fee Schedule:	1 Child \$225.00
	2 Children \$300.00
	3 or more Children \$375.00
Drop In Fee Per Child Per Day:	\$25.00

Eligibility

All students attending St. Francis Xavier School TK – 8th Grade.

Hours of Operation

After School Care begins at 3:15 and ends daily at 6:30 p.m. After School Care is open only on days when school is in session.

After School Program Schedule (may vary)

- 3:15 – 3:30 Arrival/attendance taken/change clothes/snack
- 3:30 – 4:00 Homework/quiet time
- 4:00 – 6:00 Outside supervised play, arts, crafts, games, projects on Fridays
- 6:00 – 6:30 Clean up

The schedule is adjusted for early dismissal days.

Admission Policy

The registration packet must be completed, with parent signature, on or before the first visit, and will be kept on file for the remainder of the school year.

Payment Provision Policy

Fees are charged and payable on the family tuition statement. A \$50 late fee will be charged if not paid by the 10th of each month.

Phone Number

The phone line directly into the bungalow is (818) 504-4408. If no one answers, since many times everyone is outside parish staff is available at (818)504-4400. If you cannot reach someone using the office numbers the Director's cell phone number is 818-339-6968.

Pickup After 6:30 P.M.

St. Francis Xavier's After School Care Program does not operate after 6:30 P.M. More than 3 late pickups will result in termination of the child from St. Francis Xavier After School Care Program.

Notification of Changes

Parents are expected to inform the St. Francis Xavier After School Care Program Director of any changes in their home or work address, telephone numbers, or emergency numbers.

Signing In and Out

It is the responsibility of the parent, or other authorized adults, who bring and/or pickup your child to sign the exact times of arrival and pickup at the site. A full signature, first and last name, is required. Only you, or those adults who have been authorized on the Emergency Form and Contract, are able to pick up your child. The St. Francis Xavier After School Care Program Director can make no exceptions. In an emergency situation, a parent may give temporary permission for a child to be picked up by someone other than the person(s) designated on the emergency form. This permission must be in writing. No person under the age of 18 may bring in or pick up a child, unless the person has permission, in writing, stating that they are **RELEASING** St. Francis Xavier School After School Care Program from **ALL LIABILITY**. This venue should be used in cases of emergency only.

**** Please note: On early dismissal days, parents will not be allowed to sign out their child(ren) and later on the same day, return the child(ren) to the supervisory care of the Program staff. **Once a student is signed out he/she cannot be re-admitted.** An exception to this policy is students who have an unavoidable doctor's appointment scheduled soon as school dismissal. These students, and only these students, will be allowed re-admittance to the After School Care Program following their doctor's appointment on early dismissal days.**

Medical Assessment

Children who become ill while at St. Francis Xavier's After School Care must be picked up by the parent when called. All parents should have alternate childcare for their sick child(ren). Any child who is to be given medication during St. Francis Xavier After School Care Program's time must have a Medical Release Form from the doctor on file. Children may not be accepted into the program if they have a fever or otherwise demonstrate that they are too ill to participate that day. The parents will be expected to take the child (ren) home immediately upon receiving the notification that their child(ren) is ill.

Items from Home

We ask for your cooperation in not sending personal items from home to the program unless the St. Francis Xavier After School Care staff has designated a Sharing Day. If your child has a special toy or personal item she/he would like to bring to share, please speak with the St. Francis Xavier After School Care Director, in advance.

When Children Will Not be in Attendance

Any child involved in after school activities such as sports, scouts, etc. must have a dated note from the parent/guardian, indicating the activity, dates, and time of involvement. It is the child's responsibility to check in with St. Francis Xavier After School Care Program before attending the activity and upon returning immediately following the completion of the activity.

Agreement

Children must report to St. Francis Xavier After School Care as soon as they are dismissed from class. Bring homework, books, coat, and anything else that needs to go home that day.

Behavior Expectations

1. Respect must be shown to all staff and children.
2. Listen to the Director and Staff. Always follow directions.
3. Stay within the boundaries at all times. Children must remain with the St. Francis Xavier After School Care staff and group whether they are inside or out on the playground. DO NOT leave the school grounds after checking in.
4. Use inside voices. Foul or inappropriate language is never acceptable.
5. Take good care of toys, games, books, and other materials.
6. Respect the property of others.
7. Share and take turns.
8. Show kindness to others. Be courteous at all times.
9. Help keep area clean, including tables, floors, walls, and playground.
10. No running or active play until you are on the playground.
11. Always ask the After School Care staff when you need to use the restroom and follow the rules by taking a partner.
12. Children involved in any after school activity must check in with St. Francis Xavier After School Care staff before attending the activity.
13. Always follow the rules of this program.

With your cooperation and participation, we can provide quality, school-aged, care for your child(ren) and have a fun, growth-filled year!

Parents: Please read and discuss the above agreement with your children.

Behavior management:

Rules have been established. Please go over these with your children, sign the back of this handbook, and return it to the St. Francis Xavier After School Care Director. St. Francis Xavier After School Care Program Staff uses a variety of positive reinforcement methods to encourage acceptable behavior. Consequences will be developed for use when the rules are violated. Children will be made aware of these consequences. St. Francis Xavier After School Care Program does not administer Corporal Punishment.

Guidelines for Consequences

1. FIRST VIOLATION: Predetermined Consequences implemented.
2. SECOND VIOLATION: Consequences plus note/verbal notification to the parent/authorized adult.
3. THIRD VIOLATION: Conference with Parent, child, After School Care Director, and Principal to look at a solution for the misbehavior.

Immediate Suspension May Result From

1. Child physically confronting an adult or another child.
2. Child running away from group, leaving St. Francis Xavier After School Care Program site without permission.
3. Damage to property. Parents will be held financially responsible for the damage to any property (including another child's).
4. Repeated unwillingness to cooperate or comply with program rules and expectations on the part of either the child or parent/guardian may also result in dismissal.

Grounds for Immediate Dismissal

Act of physical and/or verbal violence or threat thereof from either parent/guardian or child constitutes grounds for immediate dismissal. Weapons of any type are prohibited from the St. Francis Xavier After School Care Program. Failure to comply with these expectations will result in immediate dismissal.

Emergency Procedures

In case of a natural disaster or civil emergency, the Extended Care Program will follow the St. Francis Xavier School's plans.

St. Francis Xavier After School Care Program
3601 Scott Road, Burbank, California 91504
(818) 504-4408

I have received and read a copy of the St. Francis Xavier After School Care Program Handbook. I have received and reviewed the Student Agreement and the Behavior Management information with my children.

Parent/Guardian Signature

Date

Child/Children's Names
