

St. Mary's Visitation After School Care Program Handbook

Dear Parents,

Welcome to the After School Care Program at St. Mary's Visitation School. Rooted in our Catholic faith and mission, we are committed to providing a safe, nurturing, and enriching environment for your child after regular school hours. This handbook outlines our policies and procedures to ensure a consistent, respectful, and joyful experience for all students.

We thank you for entrusting us with your child's care.

Program Overview

- **Grades Served:** K4 and up
- **Hours of Operation:**
 - Monday – Friday: 2:45 PM — 6:00 PM
 - Not available on early dismissal days or school holidays
- **Location:** Gym, K3 classroom, outside, or Makerspace

Daily Schedule (Sample)

Time	Activity
2:45 PM	Check-in - Gym
2:45 - 4:00PM	Homework / Study Time/Gym time
4:00 – 6:00PM	Play outside/ in-classroom /snack time/ Pick Up

Enrollment & Fees

2025-26 ASC fees.

Daily Fees:

- **\$7.65 per hour**
- One hour minimum charge, then in 15-minute increments.
- **\$7.00 per hour** for second or third child in family
- There will be a refund for time scheduled and not used provided notice is given in advance.
- There will be no refund for time scheduled with no advance notice.
- **\$1.00 per minute late fee** will be charged per child for every minute after 6:00 p.m. that your child is not picked up.

Billing and Payment:

- Registration Fees for 2025-26 school year (this is an initial, one-time enrollment fee):
 - **\$46.50- one student**
 - **\$82.50- two students**
 - **\$118.50 - three students**
 - **\$159.65 - four students**
 - St. Mary's After School Care is a pre-pay program. Money should be put into your student's account at the beginning of the week or month (whichever is preferred) and fees will be drawn from the account on a monthly basis.
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Pick-Up Policies

- Students must be picked up no later than 6:00 PM.
 - A late fee of \$1.00 per minute will apply after 6:00 PM.
 - Only authorized individuals listed on the emergency form may pick up your child. Photo ID required.
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Behavior Expectations

Our program upholds the same Christian values and behavioral expectations as the regular school day. Respect, kindness, and responsibility are expected at all times. Setting clear and understandable expectations and rules for all children include:

- We use our words, not our bodies, to solve problems
- We do not exclude other children
- We do not use hurtful language
- We do not hurt others, ourselves, or damage property
- We ask adults for help

We encourage children to resolve their own conflicts using appropriate language. We provide support for conflict resolution and we consistently re-enforce appropriate consequences when necessary.

Disciplinary Actions May Include:

- Verbal warning
- Time-out or redirection
- Parent notification
- Temporary or permanent suspension from the program

*If a child engages in disruptive behavior including screaming, hitting, biting, physically hurting or intimidating other children or staff members, leaving the room or playground area without permission, or physically harming the space or materials being used, then the child will be provided with an alternative activity for the rest of the day. If reasonable efforts have been made to curb disruptive, disrespectful, or otherwise inappropriate behavior, children may be suspended or expelled from the program.

Additionally, the staff and ASC Director will use their discretion as to whether a distressed child should be picked up early by a family member or caregiver from After School that day.

Parents are responsible for:

- Reiterating after school rules
 - Bringing any concerns to the program director and principal
 - Treating all after school staff members with respect, including using appropriate language in verbal and written communication
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Homework Policy

We provide time for students to complete homework. Staff may offer guidance but will not provide tutoring. Parents are encouraged to review assignments at home.

Snacks

A small daily snack is provided. If your child has food allergies or dietary restrictions, please provide a personal snack and notify staff.

Illness & Emergencies

If a child becomes ill or is injured, parents will be contacted immediately. Children must be fever-free for 24 hours before returning.

Communication

Please direct any questions or concerns to the program director’s email. For immediate concerns during program hours, please use the contact information provided by the ASC Director.

Closure Policy

The program will be closed when school is closed due to weather or other emergencies. No refunds will be issued for weather closures.

Faith Integration

Students are encouraged to grow in kindness, gratitude, and service.