

St. John Vianney After School Care Program

St. John Vianney After School Care Staff

Program Coordinator: Ms. Linda Hartman: Ms. Hartman is the After School Care Program Coordinator. She is a degreed teacher with a Bachelor of Arts in Early Childhood Education, Preschool-Grade 6. She is a member and teacher of Religious Education at St. Joseph Parish in Wauwatosa. Ms. Hartman has two grown children, Stacy and Rob. Ms. Hartman exudes love for children and she is looking forward to being with our students after school.

After School Care Assistants: Ms. Alina Page

After School Care Clerical Assistant: Mrs. Mary Claire Barker- marycb@stjohnv.org

Description of the Program:

The goal of the program is to provide a loving, welcoming atmosphere where children are safe, yet free to socialize and experience art, organized games, free time, rest, center time and homework time.

The organization of this program will give children the opportunity to explore, discover, create, problem solve, use critical thinking skills and collaborate with classmates. It will promote creative and social development of the children.

Eligibility for After School Care

The children who are enrolled in St. John Vianney School are eligible to use the After School Care program according to the following priority list:

1. Full-time or part-time working parents that have used the After School Care program in previous years.
2. Full-time or part-time working parents of new students to St. John Vianney School.
3. Full-time or part-time working parents of school families that are requesting space in the After School Care program for the first time.
4. Families that request the After School Care program services for reasons other than employment.

Hours and Days of Operation

The After School Care program is available to families from **2:50pm-5:45pm** on all regular full school days.

The After School Care program will be closed for emergency closings such as snow days or when school is not in session.

Registration

Complete the registration form and return it to the school office along with a \$40 non-refundable registration fee per child.

Daily Fees

The fee for the After School Care program is \$5.00 per hour. The snack fee is fifty cents per day. This fee will be shown as one charge on your bill at the end of the month.

There is a one-hour minimum charge per day, then billing is done in quarter hour increments. There is a 10% discount for second, third, etc. child.

A \$1.00 per minute late fee will be charged per child for every minute a child stays past 5:45pm.

THERE WILL BE NO REFUND FOR TIME SCHEDULED BUT NOT USED. PLEASE NOTIFY THE AFTER SCHOOL CARE PROGRAM OF ANY SCHEDULING CHANGES.

Billings and Payments

Monthly bills will be sent out, with payment expected in the School Office by the end of the month. There will be a \$10.00 fee for late payments.

Reservations and Scheduling

To ensure we are properly staffed at all times, we must have a weekly schedule of the time your child will be attending the After School Care program. Weekly schedules will be available for you to fill out. If you prefer, you may also register for the month. Each week a schedule will be emailed to you, please fill out the form and return via email or kid mail. You can also simply email your schedule to marycb@stjohnv.org.

Schedules are due by Thursday for the following week. If you do not turn in your form by Thursday, but do need care, there will be a \$5.00 drop-in fee charged for every day that you need the care, depending on space availability.

If your child is scheduled to attend the After School Care program after an extra-curricular activity such as lessons or scouts there will be no charge for the time they are at the activity. The After School Care providers are not responsible for your child during the time they are participating in the activity. However, if your child reports to the After School Care program and needs to leave for a lesson, etc., and then will be returning to After School Care, you will be billed for the time away, since the After School Care providers are responsible for your child for the entire time.

Security

You are required to enter the school and sign your child out before leaving the building. If someone else is going to be picking up your child, notify the After School Care program by calling the school office and leaving a message or send a note along with your child. The staff will ask for identification, in the form of a driver's license, if that person is not known to the staff. The After School Care staff will not release a child to someone who is not authorized by the parents. Please inform the After School Care staff who is "so designated" by you to pick up your child.

Illness/Injury

If your child becomes ill during the course of the day and must leave school, notify the After School Care program that your child will not be coming. We must know each child is accounted for. You will be notified if your child becomes ill or is injured during the time he/she is in the After School Care program. Plan to pick up your child as soon as possible after receiving this notification.

Medication

Medication for the After School Care program will be handled through the school office. If you child is allergic to any foods or insect bites, submit verification of this information to the After School Care staff.

Discipline Expectations

Disciplinary procedures will be consistent with school policy. No child will be allowed to negatively impact the positive atmosphere of other students. Consistent disciplinary problems will be handled by the principal of the school and may result in dismissal from the program.

-----DETACH-----

ST. JOHN VIANNEY AFTER SCHOOL CARE HANDBOOK RECEIPT

I hereby acknowledge that I have received and read the After School Care program handbook. I agree to promote the philosophy and abide by the policies and regulations stated in the handbook.

Family Name: (Print) _____

Parent Signature: _____

Date: _____

Return this portion to the office with your registration materials.