Holy Family School



Before and After School Program Student/Parent Handbook

2024-2025



Revised January 2021

**Before and After School Program**

The before and after school program operates Monday through Friday from 6:30 am to 8:45 am and from 2:00 pm until 6:00 pm and begins on the first day of school (according to the Holy Family School Calendar). A late fee of $ 1.00 per minute will be assessed for any child picked up after 6:00pm. Enrollment is open to children grades Pre-K through 6. Enrollment is based on a first come first served basis (there are space limitations) and is open to students who attend Holy Family or any of the four West Genesee Elementary schools. All new and returning students must apply yearly. Final acceptance is contingent on all payments being current from the previous year. Admission into the program is always on a trial basis. Should the program not be a good fit for a child the director reserves the right to cease care.

**MEALS**

All children attending the after school program must bring an afternoon snack.

For students attending the before school program, a breakfast item or healthy snack (fruit, yogurt, granola bar, etc.) may be brought to be eaten before school.

**If your child attends our program on days when school is closed or dismissed early for a half day, your child must bring a bagged lunch. We are not able to refrigerate or cook lunch; so, please make sure to pack an ice pack in your child’s lunch bag and pack food that does not need any cooking/preparation. Your child will also need a morning and afternoon snack on days when school is closed.**

**ACTIVITIES**

Children attending the **before school program** will have free play until they leave for classes. We have a variety of toys and board games available to choose from. Children attending the **after school program** will have a snack (brought from home), play outside (weather permitting), play in the gym, do arts and crafts, play board games, and will be provided time to do homework. During homework time, students should also have a book to read.

**TOYS AND PERSONAL ITEMS**

While children are allowed to bring toys, games, and other appropriate play items, Holy Family School will not be liable for any lost, stolen, or damaged items. Please be sure to label anything your child brings to school.

**HANDHELD VIDEO GAMES (K-6 students)**

Children may bring electronics to the before and after school program, but they will only be allowed to play them at designated times. While we encourage the children to share toys and games brought from home, we do not allow children to share their video games. This time is earned, should we have an issue with behavior that time is taken away. We also only allow children to play games, they are not allowed to be on any Internet sites, texting, or record other children within the program.

**PROGRAM CLOSINGS AND VACATION TIME**

The Syracuse Diocese observes the following holidays. All programs will be closed on these days:

* Labor Day
* Thanksgiving Day and the day after
* New Year’s Day
* Good Friday
* Memorial Day
* Independence Day
* Christmas Eve & Christmas Day/Day After
* On other school holidays/days off, **it will be necessary to have a minimum of 10 students enrolled beforehand to be open**. We will survey parents two weeks in advance.
* Please be advised that **if you sign your child up for one of these days and he/she doesn’t attend, you will be billed for that day.** Staffing is hired in advance based on the sign-up sheets.
* **Our hours of operation on Holidays and School Vacations will be 7:00AM to 6:00PM.**

**VACATIONS, ABSENCES, AND LEAVES OF ABSENCE**

Students attending the program year round (September through August) are eligible for two weeks non-paid vacation time per year, **after being enrolled in the program** **for** **one full year**. All vacations must be submitted to the director in writing two weeks in advance. This allows the director to make adjustments for staffing with sufficient notice to staff. Failure to do so may incur the regular charges for the program in your absence. Students attending only during the school year or only during the summer program do not get any non-paid vacation time. Vacation weeks may only be used in full-week intervals, not intermittent single days. Long term leaves of absence may be arranged with the director in writing at least two weeks prior to the beginning of the leave of absence.

**ABSENCES**

Due to scheduling staff in advance, if your child is absent from any of our programs, for any reason, you will still be required to pay your child’s tuition based on your enrollment contract. For example, if your child is sick and does not attend the program on a day for which you contracted, you will still be required to pay for that day. If you enroll your child on a holiday or when school is closed (for example, during a vacation) and your child does not come, you will be charged the appropriate rate.

**SCHOOL CLOSINGS**

 The Holy Family Before and After School Program will explicitly notify parents separately from school announcements for closings for inclement weather. Any closings or delays for the program will be announced as: “Holy Family Before and After School Program.” **Closings and delays will be announced on 9WSYR.** I will also send a text via the Remind app.

**School Delays**: The program will generally be open at 6:30 am. If the weather is severe, the program may have a delay in order to allow staff to arrive safely. We will notify parents if there is a delay with us through your local news network or a text. If the severe weather continues or if severe weather develops during the day, the program may close and parents will be contacted to pick up their child/children.

**Snow Days**: If schools close for severe weather the program will be **closed**.

**THIS POLICY IS SUBJECT TO CHANGE. ALL CHANGES WILL BE COMMUNICATED IN WRITING TO PARENTS.**

**Mid**-**day** **closings**: If Holy Family School closes mid-day due to severe weather conditions, so will the program. Staff will stay on duty until all students are picked up by a parent or authorized adult. Parents will be notified as soon as possible in this regard.

**APPLICATION FOR ENROLLMENT**

Spaces are first come first served. To reserve a space in our program a parent must complete the enrollment contract and return it with the non-returnable application fee ($30) prior to a space being reserved for their child. Anyone wishing to terminate his or her child’s enrollment must do so by giving a two-week written notice to the director. If written notice is not received two weeks prior to the effective date, the parent will be held responsible for payment for two weeks from the date notice is given. When terminating a space reserved for your child prior to the start of the program, a written notice must also be given two weeks prior to the start date of the program.

Any changes seeking additional days in a parent’s signed enrollment contract must be submitted to the director, in writing, and are subject to space availability.

**COMMUNICATION**

Effective communication is essential in establishing parent/staff relationships, trust, and respect. The director will assure that this takes place when needed and appropriate.

**Daily Report**: Please feel free to check with the staff to see how your child’s day was

**Telephone**: You are encouraged to call whenever you are concerned about your child or have any questions or concerns. You may also meet with the director or other staff any time you have questions, concerns or suggestions. It may be helpful to make an appointment beforehand to assure that the staff member or director can be available at your convenience.

Parents are always welcome to visit our program at any time.

Notices, reminders, tuition bills, etc. will be left on the sign-in table. Please check daily for any notes, bills, etc. that may have been left on the table for you.

**CUSTODIAL ARRANGEMENTS**

The Holy Family Before and After School Program assumes that both parents have custodial and residential rights. In the event that this is not the case or becomes the case, parents must submit documentation of changes in parental custody. A certified photocopy of the relevant part of the separation agreement, family court order, or divorce decree, etc. must be submitted to the director of the program. This statement of custody may also be extracted from the court’s decree if it is on an attorney’s stationery and signed by the attorney.

Current law allows equal access by both parents to educational information about their children. The non-custodial parent, on request, will be sent any program mailings or copies of reports, etc.

If payments are not made on the account the parent who signed the registration application will be responsible for payment.

**HEALTH POLICY/MEDICATIONS/SICK DAYS**

Our health policy is designed to not only provide the best care for children who are ill, but also to protect your child when other children become ill.

Children who have the following untreated symptoms will be temporarily excluded from the programs:

\*Fever \*Eye/Nose Discharge \*Vomiting \*Respiratory Symptoms \*Sore Throat \*Skin Rash

They will be re-admitted to the program when:

* **A physician has given written notice that the child is not contagious or**
* **The symptoms have disappeared for 24 hours or**
* **The child has been on medication for 24 hours or more**

If your child’s health is questionable on a given day, it is best that your child not come to the program for that day. Any child sent home from school due to illness would also be unable to attend the program for that day.

A child who becomes ill during the day will be required to be picked up within one hour after a parent is notified.

**All children attending the program should be well enough to participate in all of the days activities, including (but not limited to) outside play, gym activities, and academic activities.**

**All children attending the program need to be fully potty trained. We understand that an occasional accident may happen however; if there are frequent accidents we may suspend care until the child is fully potty trained.**

Sick days are chargeable days as per the parent contract. Even though your child is unable to attend the program due to illness, you are still responsible for paying his/her childcare tuition as per your enrollment contract.

**MINOR ACCIDENTS/EMERGENCY SITUATIONS**

Accidents: All bumps and scrapes will be documented on an accident report form. The accident report will be signed by a staff member, director, and parent and placed in the child’s file. A copy can be given to the parent upon request.

Medical Emergencies: Should a medical emergency arise while your child is at the program, the staff will adhere to the following procedure:

- Fire/Rescue will be called (911)

- Staff will contact the parent

- The director or other responsible staff will accompany the child to any medical facility and will remain with the child until the parents have arrived.

- An accident report will be completed.

**PROGRAM TUITION PAYMENT**

All program tuition payments are due two weeks after the invoice date. Parents will be billed monthly. Please make checks or money orders payable to **Holy Family School.** Please use the mailbox located outside of the director’s office to drop off payments. Payments are based on your enrollment contract (regardless of absences). The director must approve any adjustments to your bill. If a receipt is needed, one will be provided upon request. A late fee of $5.00 will be charged for any payments not received by 6:00pm on the due date listed on the invoice. Year-end receipts may also be given upon request.

\* Prompt payments are required. Failure to adhere to this policy will result in suspension of services until all payments are current. Late payments are subject to termination of care.

If you have a check returned for insufficient funds there would be a fee of $25.00.

\* IF payments are not made on the account the parent that signed the registration application will be held responsible for payment and may be sent to collections.

**PROOF OF IDENTIFICATION**

Please know that it is the policy of our program to request identification from any adult picking up a child; so please always have a picture ID available. We will not release any child to any adult not authorized to do so.

**CLOTHING/LABELING**

Your child will be going outside **EVERYDAY**, weather permitting. Please dress your child appropriately for the day’s weather. We ask that your child wear or bring sneakers or rubber-soled shoes everyday to participate in gym and outside activities. Your child should be prepared to play outside in the early spring and late fall weather. They will need a hat, gloves, pants and warm jacket everyday when the weather turns colder.

**Please label all your child’s clothing. This helps in locating the owner of lost items. We are not responsible for replacing any lost items.**

**FIRE DRILLS**

Our program will participate in all fire drills or emergency evacuations conducted by the school. We may also conduct our own fire drills or emergency evacuation drills from time to time.

**INFORMATION UPDATES**

Please notify the director, in writing, anytime there is any change in the following information:

- Address (Home/Work) - Phone Numbers (Home/Work/Cell) - Emergency Contacts - Authorized people who can pick up

- Family physician - Medical History

Please make sure that we have a phone number on file that will reach a parent or designated individual in case of emergency. Cell phone numbers are often a good choice.

**DISCIPLINE**

When behavioral issues arise, our staff considers the routines, room environment, transitions, and their potential effects on a child. A child learns through positive reinforcement, redirection, and staff intervention. We encourage children to verbally express their feelings to a staff member to attain self-control.

Children are NEVER disciplined in any manner that is threatening, demeaning, humiliating, or frightening.

Discipline is an external tool used to help children develop internal control. Children learn by experimenting, testing limits, making mistakes, and experiencing the consequences of their actions and behavior.

When a child misbehaves, the following discipline strategies may be used: warning and explanation of the inappropriate behavior, redirection, time out, loss of privilege, and temporary removal from group. For more severe and/or repeated offenses, temporary or permanent removal from the program may be necessary. A parent conference will take place in more serious and/or chronic behavior issues.

**BEHAVIOR**

Our program prides itself in being a safe, happy, and positive environment for your children. In order for this to take place, we have two general rules. Please review these with your child:

WE ARE RESPECTFUL to all staff and to each other. We speak to and treat others, as we would like to be treated. We respect our environment, our equipment, our supplies, and the school.

WE SHARE toys and games. Sharing does not mean giving up an item when it is being used. We share the responsibility of picking up and maintaining a clean orderly program.

**Please note: Chronic violence, aggressive behavior and/or bullying will result in a parent conference.**

**Failure to change this type of behavior will result in termination of services.**

**Program Notes:**

* **If your child will not be getting off the bus in the afternoon please call or email the director. We will call you if your child is supposed to be here and didn’t show up.**
* **The after school program is very full and we often times have a waiting list. Please be sure to register early to ensure a spot.**
* **Please get directors approval before sending your child to the after school program on a day they are not registered for. This is important so that we can ensure there is adequate staff on hand.**