



# SAINT BENEDICT ACADEMY AFTER SCHOOL PROGRAM

## Parent/Student HANDBOOK

### **Mission**

*The goal of the Saint Benedict Academy After School Program, run under the direction of the School Principal, is to provide affordable after-school care for all participating children within a caring, safe, secure and fun environment.*

***Please read this document thoroughly.***

***You are required to sign and submit the acknowledgment form located at the end of this Handbook.***

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*Saint Benedict Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*

The major goals of our After School Program (a.k.a ASP) are:

**To ensure the health and safety of the children entrusted to our care -**

Our primary responsibility is to maintain a safe and nurturing environment. You can expect that the Program Staff will provide quality supervision and be alert to safety hazards at all times.

**To support the positive development of each child -**

It is our responsibility to help the children in their social-emotional, physical and intellectual development, as well as encourage good habits and positive attitudes. The staff is expected to support and participate in a schedule of program activities that are well planned, structured, stimulating and geared towards the interests of the students. Staff should model caring and respectful Christian attitudes and behaviors.

**To foster an atmosphere of trust and open communication -**

We also have a responsibility to ensure that parents feel confident and informed about their child's care. We encourage you to discuss any ASP problems or concerns with Program Staff directly, particularly as they relate to the child's well being. If you feel that you need assistance in having a discussion with staff, we encourage you to discuss your concerns with the Principal, who is always available to assist with such discussions. Staff is expected to maintain strict confidentiality at all times and should not be involved in any student/parent issue not directly related to the program. If approached, parents will be asked to direct these concerns or questions to the child's teacher or the principal.

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## **General Information**

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- The program follows the Saint Benedict Academy Calendar and is available whenever school is in session with the exception of early dismissal days.
- Business transactions regarding program attendance, enrollment or payment should be made through the school office. Any child may join the program on any given day, provided they are registered. In an emergency, parents may call and request that a child stay for that day only, and information regarding pickup of the child and emergency contact information will be relayed to the after school staff from the main office.
- Outgoing calls to parents will be placed using the school phone. The hours of program operation are Monday through Friday, from the end of the regular school day to 5:30 p.m.

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## **Behavior and Discipline Procedures**

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- The same standards of conduct that are expected throughout the school day are expected of children in the After-School Program and are listed in the *Saint Benedict Academy Parent/Student Handbook*. The program is committed to the principle of guiding our children in a respectful way. Adults are expected to interact with children in a way that supports self-discipline and in a manner that seeks to assure their compliance and cooperation with necessary procedures and proper behavior. All students must respect the adults and one another, as well as school property including toys and games used in the after school program. The Program staff is expected to assist the students in developing organization skills and respect for both school and personal property. All children should be expected to pick up after using any

ASP equipment and toys. Students' personal property (backpacks, outerwear, homework) should be neatly kept in a defined area.

- A professional relationship between staff members and children is expected. To demonstrate respect when addressing staff, the students should utilize the use of Mr./Ms./Mrs.
- Poor attitude, bad language and inappropriate behavior will not be tolerated. When children misbehave during After School, a staff member will notify the parents at pick-up time. If the behavior does not improve, this matter will be brought to the attention of the principal. Continuous misbehavior may result in suspension or dismissal from the Program.
- Students are not allowed to bring their own toys or electronic devices to ASP. Cell phones are not allowed.

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## Activities

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The After School Program offers the students a variety of recreational and enrichment activities to meet the diverse interests of all children. A daily schedule is developed with the Principal that includes (but is not limited to) the following: snack time, free play (games, puzzles, building, imaginative play), staff led activities (group games, art projects, crafts, music/song, drama), homework hour (grades 1 through 6), story time and outdoor play (weather permitting).

**Clothes:** Children should wear appropriate shoes for play, as well as warm clothes for outdoor activities during colder season. Please LABEL all clothing and possessions.

**Food:** All students should come to school with an extra snack for the after school program. Parents supply all snacks and drinks.

**Homework:** Approximately 60 minutes will be set aside for homework in Grades 1-8. It is the student's responsibility to make good use of that time. When possible, a staff member will be available to help with homework. Students without homework assignments will use the time as a study period – reading, writing, or working independently on a project. The study period is spent in silence allowing for an atmosphere conducive to homework and study.

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## **Health and Safety**

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When registering for the program, parents are asked to supply emergency contact numbers for the hours that their child is in ASP. Students may not self-administer non-prescription medication. Staff will not administer any non-prescription medications. Any students who require routine prescription medication administration will need to be given their prescribed medication before or after the program.

**Hygiene:** Staff will direct the children in proper hand washing before and after eating as well as after use of the restroom.

**Supervision:** Students are to be supervised at all times and are not allowed to leave the designated areas and return to classrooms for forgotten items. If students are participating in an extracurricular activity (such as tutoring or sports programs) a record of the time they left and returned needs to be maintained. An adult will escort students to the activity.

**Food Safety:** Eating is restricted to one designated time and area. Due to the possibility of food allergies or restrictions, staff members will not provide any other food or drink to students. Students are responsible for trash and for the care of their belongings.

**Sick Children:** If a child gets sick during the program, staff will call the child's designated parent or guardian to come and get the child. The child will be offered a quiet area in staff presence to await the arrival of their parent/guardian.

**Medical Emergencies and Serious Injury Procedures:** In the event of a very serious injury, staff will contact EMS (911) immediately, followed by contacting the parent/guardian and then the Principal. If a child is to be transported to the ER, a representative from the Program will refer to the student emergency card to determine the parent's choice of hospital. A copy of this card giving permission to treat and transfer will be given to the EMS. Every effort will be made to contact the parent prior to transfer. The parent will be asked to meet their child at the hospital.

**Emergency Evacuation/Fires:** Staff will follow the current Saint Benedict Academy Emergency Response Plan and guidelines in cases of emergency evacuation or fire.

**Weather-Related Closings:** If school closes early due to severe weather, ASP will be closed. School staff will notify parents if there is a change in program hours. The Principal will determine if weather conditions during ASP necessitate early pick up and direct the calling of parents to pick up their children as soon as possible.

## **Attendance, Record-Keeping & Payment Policy**

- Staff maintains accurate daily attendance records. These records determine the amount charged.
- ASP personnel will log the time of dismissal and parents/guardians are required to SIGN the dismissal form.

- No child is dismissed to anyone other than his/her parent or guardian without prior written notice from the parent or guardian. In the event that someone else is picking up your child, they will be required to show identification. Without this, the child will not be dismissed without consulting the parent.
- In order to comply with the standards outlined in *Protecting God's Children* and the diocesan *Code of Conduct* only screened adults are to have interaction with the children. Parents picking up their children should remain in the hallway within sight of staff and discouraged from lingering. Children should not be allowed to choose to stay to play or complete homework while parents wait. While we encourage the Program Staff to develop a friendly relationship with parents and guardians, socializing during Program hours can seriously impede their main responsibility: remaining attentive to the needs of the children.
- The After School Program ends promptly at 5:30 PM. Late pickup will result in a \$1/minute late fee payable upon pickup to the After School Director. No exceptions!
- To participate in the Program, parents must sign and abide by the **Saint Benedict Academy After School Program Payment Agreement**. All accounts must remain current. Unpaid accounts may result in discharge from the program.

## Parent/Guardian After School Acknowledgment Form

I hereby acknowledge and confirm that I have received and read the Saint Benedict Academy **After School Program Handbook**. I understand and agree to comply with the policies stated in the Handbook. I further agree that Saint Benedict Academy reserves the right to cancel this agreement at any time in the event that any of the following occur:

- 1.) Student behavior becomes harmful to others
- 2.) Parents fail to make timely payments
- 3.) Parents have repeated late pick-ups

I understand that if I have questions about program policies, I should consult with the school principal.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_