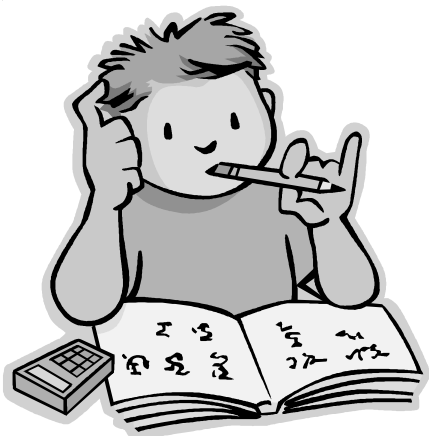


St. Dominic School

# AFTER SCHOOL PROGRAM

Parent Handbook

*Revised 2010*



## ACTIVITIES

- The After School Program (ASP) offers a healthy snack at the start of each session.
- Homework time follows snack time. Students who need to use a computer will generally have access to the school's computer lab.
- Weather permitting, participants will be able to enjoy free play time outdoors. Any student needing additional study time will be allowed to remain indoors; however, all students are encouraged to spend some time being physically active.
- In the event of inclement weather, indoor games and movies are included in the schedule of activities.
- "Movie Days" are not held more than once per week. Only movies rated G and PG will be shown to ASP participants.
- Indoor activities include games, tea parties, building blocks, and arts and crafts.
- Field trips and other special programs are planned several times each year.

## ADMISSION GUIDELINES

- The ASP is open to any St. Dominic School student in grades pre-K through 8. However, enrollment may be limited due to space and resources.
- Drop-in participation is not permitted.
- Enrollment typically takes place at the beginning of the school year but students may be enrolled at any time.
- Siblings, friends, or other students not enrolled in the ASP may not accompany students who are enrolled in the program.

## ARRIVAL/DEPARTURE

- Participants will not be allowed to leave the school grounds after school and return to participate in the ASP without a signed note from the parent.
- All participants report to the school cafeteria at 2:50 p.m. Pick-up/departure time is no later than 6:00 p.m. **There will be a late charge of \$1.00 per minute after 6:06 p.m.**
- Only those persons listed on the ASP enrollment form may pick up a student from the program without the express written permission of the parent. The person authorized to pick up an ASP participant must enter the building and sign out the child.
- Participants are not allowed to leave until a program supervisor is notified.
- Participants must be allowed time to put away toys or other items before their departure.

## DONATIONS

- So that the ASP may continue to provide a quality, affordable program, donations of arts and crafts kits, playground equipment, supplies, and new or gently used toys and games are greatly appreciated. Contact the ASP Director if you have items that you wish to donate.

## EMPLOYEE INFORMATION

- All employees of the ASP will be required to have a state background check, a minimum of six (6) hours of orientation required by state child care regulations, and a completed CAN (Criminal Abuse and Neglect) report. All ASP employees will complete 15 hours of professional development annually.
- Employees must complete First Aid, CPR and Bloodborne Pathogens training as required by OSHA regulations.
- All employees must complete Safe Environment training as required by the Archdiocese of Louisville.
- Any concerns about any ASP staff member should be directed to the ASP Director.

## FEES\*

- **REGISTRATION & ACTIVITY FEE** \$50 per child  
Due at time of enrollment; fee covers supplies and program materials and is paid in full or in two installments during the first trimester
- **TUITION** \$5 per child  
Daily rate for all ASP participants; tuition may be paid daily, weekly, or monthly. There will be a \$10 late fee charged for outstanding balances at the end of each month.

- Make checks payable to **St. Dominic ASP**

\* Financial assistance may be available to qualified participants. Please contact the ASP Director for more information.

## GOALS/PHILOSOPHY

- The St. Dominic School After School Program (ASP) strives to provide a safe, structured, and enjoyable atmosphere for recreation and enhancement of the learning process.

## **HOURS/DAYS**

- The ASP is in operation from 2:50 p.m. until 6:00 p.m. daily when school is in session.
- In the event of inclement weather that causes early dismissal of school, the ASP will not be in session.

## **MEDICAL INFORMATION**

- Parents must notify the ASP Director if their child has severe allergies or other medical conditions that might require special attention.
- With the exception of sunscreen or first aid sprays, creams, or ointments, no medications will be administered during the ASP; employees may not dispense over-the-counter or prescription medications to ASP participants.
- ASP employees have CPR and First Aid training as well as access to first aid supplies.

## **REGULATIONS**

- St. Dominic School ASP is a licensed child care program. As such, the program is subject to state rules and regulations as well as periodic review and inspection.
- All health, nutrition and safety regulations will be followed according to state laws and guidelines.
- St. Dominic School and ASP employees are bound by Archdiocesan policy and by state and local laws to report suspected cases of abuse and/or neglect to the proper authorities (KRS 620.030).

## **RIGHT TO AMEND**

- St. Dominic School ASP reserves the right to change programs, policies, and procedures contained in this Handbook. Parents will be given prompt notice of any changes.

## **RULES OF CONDUCT**

- Students are expected to conduct themselves in a respectful, appropriate manner at all times.
- All policies and procedures of St. Dominic School with regard to student conduct and disciplinary procedures extend to the ASP. Please refer to the *St. Dominic Student-Parent Handbook* for the student code of conduct and discipline procedures.
- No horseplay will be allowed.
- Gum is prohibited.
- Participants are expected to clean up after themselves and to return chairs, tables, toys and playground equipment to their correct storage location/position at the end of each activity and before they leave for the day.

- Participants are to remain in designated areas only.
- Participants are expected to exercise proper toileting and hand-washing practices when using the restroom.
- Shirts may be untucked.
- Participants may have cell phones. However, they must be turned off and stored in students' book bags. The use of cell phones is strictly prohibited on school grounds except under ASP staff supervision and only when absolutely necessary. Any student who uses his/her cell phone without permission will have the cell phone taken away; the phone will be returned to the parent at departure time. Repeated unapproved cell phone use will result in disciplinary action from the Principal and the phone will be kept in the school office until a parent meeting takes place.
- No hats may be worn.
- No personal toys, iPods, hand-held games, personal DVD players or games of any kind may be brought from home.

## SCHEDULE

**2:50-3:15**

Transition to ASP

- Arrival and roll call
- Put away belongings
- Wash hands
- Eat self-serve snack
- Use restroom as needed

**3:15-3:20**

Transition to indoor activities

**3:20-4:20**

Indoor activities and activity centers

- arts and crafts projects
- homework
- creative play
- science and nature activities
- games, puzzles and blocks
- music and drama
- special programs

**4:20-4:30**

Restroom break and transition to outdoor activities

**4:30-5:30**

Outdoor activities

**5:30-6:00**

Indoor activities and parent pick-up

- board/table games
- large group activities
- clean-up

## **SNACKS**

- Snacks will be provided daily. Parents of participants with restricted diets or food allergies must notify the ASP Director of their child's specific needs.
- In accordance with state guidelines, the ASP will provide juice or milk, water and a nutritious snack during snack time. All ASP participants will be encouraged to participate in snack time.
- Soft drinks are not permitted and will be served for special programs/activities only.
- Students will not be allowed to bring their own candy, gum, or other snacks except in the event of a birthday party where cookies, cupcakes, or other treats may be brought to the ASP for all participants. Please contact the ASP Director if you would like to bring a special treat for the ASP.

## **SPECIAL PROGRAMS**

- Parents, grandparents, and others who would like to share their knowledge and expertise about a topic are welcome to conduct special programs for the ASP participants including:

Arts and crafts

Career information/skills demonstration

Caring for pets

Dental health

Emergencies/Fire and rescue vehicles & equipment

Farming/Tractors

Hygiene/hand-washing and germ prevention

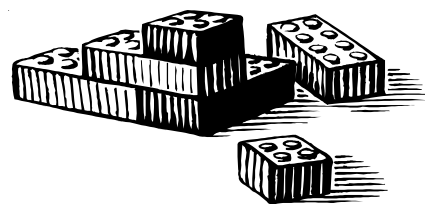
Nutrition

- Please contact the ASP Director to schedule a visit!
- If you would like to schedule an ASP tour of your workplace, please contact the ASP Director.

## **VOLUNTEERS**

- The ASP welcomes volunteers to assist with activities of all kinds--to read books, tutor, help with a special project, etc.
- Volunteers who work with the ASP frequently must complete a criminal background check and attend Safe Environment training through the Archdiocese of Louisville.
- Older students in need of service hours may volunteer for the ASP. Contact the ASP Director for more information.

# ST. DOMINIC SCHOOL AFTER SCHOOL PROGRAM ENROLLMENT FORM



## PARTICIPANT INFORMATION

Provide the name and grade of each child you wish to enroll in the ASP:

- (1) \_\_\_\_\_ Grade \_\_\_\_\_  
(2) \_\_\_\_\_ Grade \_\_\_\_\_  
(3) \_\_\_\_\_ Grade \_\_\_\_\_

For each child listed above, please circle his/her participation days:

- (1) Monday-Friday    Monday    Tuesday    Wednesday    Thursday    Friday  
(2) Monday-Friday    Monday    Tuesday    Wednesday    Thursday    Friday  
(3) Monday-Friday    Monday    Tuesday    Wednesday    Thursday    Friday

## PARENT/GUARDIAN INFORMATION

- (1) Name \_\_\_\_\_ Email address \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_
- (2) Name \_\_\_\_\_ Email address \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

*Are there any custody/legal issues that we need to be aware of? If yes, please attach the information to the enrollment form and discuss pertinent information with the ASP Director.*

## EMERGENCY/MEDICAL INFORMATION

Please provide emergency contact information for two people:

- (1) Name \_\_\_\_\_ Relation to participant \_\_\_\_\_  
Phone: Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

(2) Name \_\_\_\_\_ Relation to participant \_\_\_\_\_  
Phone: Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

Physician's name \_\_\_\_\_ Phone \_\_\_\_\_

Please identify any health or other concerns/conditions that the ASP staff may need to be aware of in order to best meet the needs of your child/ren. Include food and other allergies, learning disabilities, medical conditions, etc.

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### **TRANSPORTATION/PICK-UP INFORMATION**

List names and phone numbers for all persons whom you authorize to pick up your child/ren:

(1) Name \_\_\_\_\_ Relation to participant \_\_\_\_\_  
Phone: Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

(2) Name \_\_\_\_\_ Relation to participant \_\_\_\_\_  
Phone: Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

(3) Name \_\_\_\_\_ Relation to participant \_\_\_\_\_  
Phone: Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

(4) Name \_\_\_\_\_ Relation to participant \_\_\_\_\_  
Phone: Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

(5) Name \_\_\_\_\_ Relation to participant \_\_\_\_\_  
Phone: Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

### **PARENT/GUARDIAN ACKNOWLEDGEMENT**

I/We have read the *ASP Parent Handbook* and agree to abide by the policies and procedures stated herein.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_