

## ***St. Gerard's Club***

Welcome to Aftercare! We want to make this an enjoyable experience for the children and also as simple as possible for all the child care staff. It is important that we have accurate numbers for the program in order to provide superior adult supervision for the children. We will provide 1, 2-3 or 4-5 day programming. The hours of operation will be **3:10pm to 5:30pm.**

### **THE PROGRAM WILL BE CLOSED AT 50 REGISTRANTS.**

The fee for each of these programs is based on 9 months. The fee for aftercare is based on a school year of 174 days. This is the number of days school will be in session. The billing process being implemented is to accommodate the budget and projected needs of the program. The first month payment is due on Wednesday, August 18th.

**Aftercare is separate from tuition. Do not include it with your tuition payment.** There are several payment options for aftercare. If you choose monthly you must stay current or receive an email from school. Payment in full is very appreciated as by semester. Whichever way you choose to pay, in the end the full payment will be due by the end of May.

#### **Registration Fee Due August 18th along with first payment**

**\$25.00 for 1 child**

**\$40.00 per family of two or more children**

#### **4-5 days per week**

**1 child--\$210.00 monthly X 9=\$1890.00 per year**

**2 children --\$310.00 X 9=\$2,790.00 per year**

**3 or more --additional \$25.00 per month per child**

#### **2-3 days per week**

**1 child--\$150.00 monthly X 9=\$1,350.00 per year**

**2 children--\$250.00 monthly X 9=\$2,250.00 per year**

**3 or more--additional \$25.00 per month per child**

#### **1 day a week**

**1 child--\$100.00 per month X 9=\$900.00**

**2 children--\$140.00 per month X 9=\$1,260.00**

**3 children--\$155.00 per month X 9=\$1,350**

#### **Occasional use only by the week--registration does not apply**

**\$60.00 flat fee pr week**

**\$ 25.00 additional child**

# **St. Gerard Majella After-School Child Care Program**

## **Child's Personal Information/Registration Form**

Child's Name	Date of Birth	Grade
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Child's Name	Date of Birth	Grade
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Child's Primary home address (Street, City, State, Zip)		Home Telephone
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Guardian with whom child primarily resides		
<hr/>		
Mother's or Guardian's Name		
<hr/>		
Home Address (if different) (Street, City, State, Zip)		Home Telephone
<hr/>		
Employed by	Hours of Employment	Business Phone/extension
<hr/>		
E-Mail Addresss	[ ]Pager [ ]Cell Phone	
<hr/>		
Father's or Guardian's Name		
<hr/>		
Home Address (if different) (Street, City, State, Zip)		Home Telephone
<hr/>		
Employed by	Hours of Employment	Business Phone/extension
<hr/>		
E-Mail Addresss	[ ]Pager [ ]Cell Phone	

### GERARD'S CLUB

#### EMERGENCY CONTACTS AND AUTHORIZED PERSONS TO PICK UP CHILD/REN

List at least two contacts (not including parents from previous page) authorized to be notified if parent cannot be reached due to medical emergency, or if the child is left at school beyond program hours. These contacts are authorized to pick up child/ren from the program.

NAME	RELATION TO CHILD/REN	PHONE #
1 _____		
2 _____		
3 _____		

IF I CANNOT BE REACHED TO MAKE NECESSARY ARRANGEMENTS OR IN A CRITICAL EMERGENCY REQUIRING MEDICAL ATTENTION, I HEREBY AUTHORIZE ST. GERARD MAJELLA SCHOOL STAFF TO CONTACT:

ST. GERARD MAJELLA DOES NOT PROVIDE ACCIDENT INSURANCE FOR YOUR CHILD. THIS WILL BE THE RESPONSIBILITY OF THE PARENT/GUARDIAN.

Doctor/Clinic	Address (street, City, zip)	Telephone
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Preferred hospital--unless determined by medical personnel

Insurance Name	Group#	Member Id/Policy #
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Does your child suffer from any chronic/severe health conditions or allergies? No Yes If yes explain

Does your child have any food allergies subject to snack time? No Yes If yes, explain

Registration fee of 25.00 for 1 child received--Check # \_\_\_\_\_

Registration fee of 40.00 for 2 or more children received--Check # \_\_\_\_\_

**Gerard's Club**  
**Aftercare/Parent Agreement**  
Please sign and return with registration

Family Name \_\_\_\_\_  
Child's Name \_\_\_\_\_ Grade \_\_\_\_\_  
Child's Name \_\_\_\_\_ Grade \_\_\_\_\_  
Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial beside each statement acknowledging you have read the following information:**

\_\_\_\_\_ I understand that payment for SGM/Gerard's Club Program is due by the 18th of each month for the next month for each child receiving care. Failure to pay on time could result in a late fee or a dismissal from the program.

\_\_\_\_\_ I understand that it is necessary to pick up my child/ren by the 5:30pm program close time. Failure to do so will result in a late pickup fee. **First 10 minutes or any portion is \$20.00, next 10 minutes or any portion is \$30.00, next ten minutes or any portion is \$40.00. After 41 minutes the fee is \$100.00.** This is payable to Ms. Guthrie within the week.

\_\_\_\_\_ I give my permission for my child/ren to receive medical attention and/or to be transported for such care in the event of a medical emergency (at which time the parents will be notified)

\_\_\_\_\_ I understand that my child/ren will be expected to behave in accordance with the Code of Behavior of SGM. Failure to abide by these policies will result in a path of progressive discipline that will include parental involvement and could include losing attendance privileges, and/or possible dismissal from the program.

Parent Signature--one parent signature required

Signature of Mother \_\_\_\_\_ Date \_\_\_\_\_

Signature of Father \_\_\_\_\_ Date \_\_\_\_\_



## **Aftercare Rules and Procedures**

Aftercare will be held in Ligouri Hall Mondays through Fridays from 3:10-5:30 p.m (we will also utilize the gym as well as the field, blacktop, and playground- weather permitting). We do not have aftercare on early dismissal days, snow days, or when school is not in session. In the event of a snowstorm during school hours requiring early dismissal, aftercare is available until parents are able to safely get to school to pick up their children.

Aftercare pick-up is from the Liguori Hall double doors facing the field, when we are inside.

When Aftercare staff is outside with the children, pick up will be from the outdoor location. First 10 minutes or any portion will be \$20.00, next ten minutes or portion will be \$30.00, next ten minutes or portion will be \$40.00.

After 40 minutes it is a flat \$60.00. If beyond 41 minutes, without contacting the Aftercare staff will be \$100.00

### **Typical Schedule:**

2:55

- Primary students will be walked to Aftercare in Ligouri Hall by an aide
- Attendance check in with Mrs. Klima and other Aftercare staff member
- Wash/sanitize hands
- Wait at assigned table for prayer and snack (small activity while waiting)
  - Aftercare staff will distribute Busy Boxes for those attending that afternoon with a sheet for coloring or a puzzle page.

3:05

- Intermediate students will be walked to Aftercare by an aide or teacher
- Attendance check in with Mrs. Klima and other Aftercare staff member
- Wash/sanitize hands
- Wait at assigned table for prayer and snack (small activity while waiting)
  - Aftercare staff will distribute Busy Boxes for those attending that afternoon with a sheet for coloring or a puzzle page

3:10

- Middle school students will arrive at Aftercare
- Attendance check in with Mrs. Klima and other Aftercare staff member
- Wash/sanitize hands
- Wait at assigned table for prayer and snack

3:15-3:30      Prayer and snack

- Aftercare staff will lead prayer.
- Students will remain seated until snacks are brought to the tables and they are finished eating.
- Aftercare staff need to be cognizant of students who have allergies.
- Students will throw their trash away.
- Aftercare staff will disinfect tables after snack time and sweep the area.

3:30-5:30

- Wash/sanitize hands
- Play outside (weather and daylight permitting) There are 2 First Aid Kits available- take one to the field and one to the blacktop/playground area. They will be stored in the storage closet with the Busy Boxes in Ligouri Hall).
- The gym will be available from 3:30 until 4:00/4:30 depending on practice times
- If weather does not permit us to play outside, students will play in Ligouri Hall in cohorts with Busy Box materials. Students will not share Busy Box items.
- Students should pack up Busy Box items for Aftercare staff to return to storage.

\*Aftercare staff will take students outside in their cohorts to different areas. Playground equipment is available in Lydia Nova's office in the gym for the blacktop area (only Aftercare adult staff members are to get this out- no students in Lydia's office). There is a storage bin of aftercare playground equipment for the field in the storage closet in Ligouri Hall. This equipment will be sanitized after each day.

A sheet with each cohort location for that day will be posted outside the doors to Ligouri Hall so parents/guardians can find students for pick up. Please stay in the indicated area so parents can find their children. No parents or guardians will enter the building.

3:30-5:30

- Play inside or homework in Ligouri Hall
- Parents will use the outside door bell to notify staff they are at the door. Students will be walked outside to parents and signed out in the Google Sheet attendance form. There is a link in the Staff section of this document.

When all students are signed out, aftercare staff will check bathrooms, flush toilets if needed, pick up and throw away paper towels, wipe down tables, sweep floors in Ligouri Hall, check the teacher's lounge to make sure everything is picked up and neat. The broom and dustpan should be returned to the closet in the kitchen. The garbage can needs to be stored near the tray return window. All lost and found items will be put on the coat rack by double doors.

### **Behavior:**

Aftercare is an extension of the school day. Therefore, students should conduct themselves as they would during school hours. Please refer to pages 12-15, "Standards of Behavior" as found in the [2020-2021 SGM Parent Student Handbook](#).

Should offenses be repeated or grave enough, the child may be refused access to the Aftercare program. This is at the discretion of the principal and the pastor.

- For disagreements between students, or minor misbehavior, please give students a warning, discuss with the involved students how they could respond and handle the situation differently. RULER can be helpful in these situations.
- Marks on cards will be given for disrespect, hitting /fighting with other students. If an aftercare staff member marks a student's card, please make sure you notify an SGM teacher so we can document it in the proper place. Please make sure Ms. Guthrie is notified of any situations that arise. (Marks on Choice Cards are meant for serious offenses and repeat offenses).