

SAINT BRENDAN SCHOOL
AFTER SCHOOL CARE PROGRAM (ASC)
4242 Brendan Lane, North Olmsted, Ohio 44070
440.777.8433 – school / 440-799-2749 – ASC phone

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2023-2024

Dear Parents,

We, the staff of the Saint Brendan **A**fter **S**chool **C**are Program (**ASC**), wish to welcome you and your child/ren to our program. The program will start on: August 30<sup>th</sup> for 1<sup>st</sup>-8<sup>th</sup> graders, August 31<sup>st</sup> for Kindergarten students, and September 5<sup>th</sup> for full-time Pre-Kindergarten students.. You can register for the program anytime throughout the school year.

**Program Goals and Objectives**

- \* To provide a quality program to insure the safety and growth of your child/ren
- \* To provide you with peace of mind with a smooth transition from the school day to after care.
- \* To be a support system of high quality care for working parents.
- \* To work closely with St. Brendan School personnel and the parents of each child for consistency of care and social development of each individual child.
- \* To develop a self-sustaining student care program of after school activities.
- \* To provide study/homework time. The ASC staff will provide guidance. Reviewing the completion of the assignments remains the parents responsibility.

**Registration/Cost of Program**

- \* There is an annual, non-refundable \$35.00 registration fee. The fee must be submitted with the attached paperwork prior to utilizing the program.
- \* In addition to the fee scale below, there is a late fee of \$1.00 per minute after 6:00pm (i.e. pick up at 6:05pm ⇒late fee would be \$5.00).

**Hours and Fees**

|               |                                 |
|---------------|---------------------------------|
| 2:30 – 3:30pm | \$5.00 per child per hour       |
| 3:30 – 4:30pm | \$5.00 per child per hour       |
| 4:30 – 5:30pm | \$5.00 per child per hour       |
| 5:30 – 6:00pm | \$2.50 per child, per half hour |

**Authorization for Pick-Up**

A copy of the Authorization for Pick-Up, completed for the school office, will be copied and kept on file for the ASC Program. Your child/ren will only be released to you or the persons you have listed on the authorized pick up form. In the event someone other than you or the names on the authorization form would need to pick up your child/ren, call the school office with the specifics. The individual will be required to show a photo I.D.

Please contact the school office during the day when your child/ren will not be attending the program as scheduled or if your child/ren needs to use the program (unscheduled).

Guidelines for evening pickup:

- \*Ring the ASC bell to the left of the school door.
- \*The ASC Staff will come to the door to greet you.
- \*Sign your child/ren out of the program before leaving.

## **Billing**

- \* Each month, parents estimate how many hours they will be using the program. The monthly billing will be determined by the estimated hours on the monthly calendar form submitted to the director.
- \* There are no deductions for overestimated hours or days.
- \* Payments are due with the monthly calendar.
- \* Delinquency in payments for more than one month, is sufficient cause for having your child/ren withdrawn from the program.
- \* For questions pertaining to billing or scheduling, contact the director of the program at 440.799.2749, email at [ASC@stbrendannorthholmsted.org](mailto:ASC@stbrendannorthholmsted.org) or send a note in with your child.

## **Change of Clothes**

The children may bring play clothes to change into once they have been checked in for the ASC Program. Clothes should be weather appropriate for outside play. Gym shoes are helpful to have on days that there is indoor play. All clothing should be labeled to help with lost or misplaced items.

## **Daily Schedule**

- \* 2:30 - 2:45pm Check in with the staff, change clothes, and use restrooms.
- \* 2:45 - 3:00pm Snack (provided by the ASC Program) and clean up.
- \* 3:00 - 3:45pm Free play in gym or outside, supervised by staff.
- \* 3:45 - 4:30pm Homework time and/or quiet play for those who complete or have no homework.
- \* 4:30 - 6:00pm Board games, puzzles, coloring, crafts, free play.

## **Health Policy**

A child who becomes ill during the program hours will be kept as comfortable as possible and parents will be contacted immediately to come and pick up their child/ren. The *Medical Emergency* form that is completed for the school office will be copied and kept on file for use in the ASC Program.

If a medical emergency should arise during the aftercare program hours, and a parent or child's doctor cannot be contacted, the child will be taken, by EMS, to the nearest hospital unless otherwise specified on the Medical Emergency form.

Medication will **NOT** be administered during aftercare hours.

## **Discipline Policy**

The policy is in place for behavior that is: aggressive, disruptive, prohibits other children from participating in the program, and/or disrupts the program staff.

Infractions of the rules include but are not limited to the following:

- \* Verbal warning.
- \* Discussion/meeting with parent/guardian.
- \* Conduct referral slip; must be signed by parent.
- \* Parent/student meeting with the principal.
- \* Temporarily suspension or expulsion.

Major discipline offenses include but are not limited to:

- \* Verbal or physical abuse of another student or staff member.
- \* Destruction or damage to equipment or property.
- \* Infraction of the school's safety policies.
- \* Leaving the school premises without permission.
- \* Consistently not following the directives from the staff.

**Saint Brendan School  
After School Care Program  
2023-2024 Registration Form**

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Registration Fee: \$35.00 Paid by: ___ Cash ___ Check # _____

Please Print:

Mother's Name: _____

Home address: _____

Phone:
Home _____ Cell _____ Work _____

Father's Name: _____

Home address: _____

Phone:
Home _____ Cell _____ Work _____

Marital Status: ___ Married ___ Separated ___ Divorced ___ Widowed

Whom does the child/children live with? _____

Name of child/children in the ASC Program	Age	Grade
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Estimated days your child/ren will attend the program on a weekly basis:

Monday till _____ pm
Tuesday till _____ pm
Wednesday till _____ pm
Thursday till _____ pm
Friday till _____ pm

Occasional use/as needed.

**Saint Brendan School
After Care Program
2023-2024 Registration Agreement**

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I understand the following:

During vacation (days or weeks), days the school is closed, Holy Thursday, and the last day of the school year the program will not be available.

I am responsible for the monthly payment fees, due with the calendar at the beginning of each month, with no deduction for absence.

In the event that there is an unpaid balance at the end of the school year, the final report card will not be released until all financial obligations are met.

If my child/ren is/are having trouble adjusting to the program, a conference will be arranged between the staff/director of the program and/or school principal.

The program staff will be notified, in writing, if my child is being dismissed from the program to go to another after school activity (i.e. sport practice) in advance.

The program closes at 6:00pm sharp and that a late fee of \$1.00 per minute will be charged after 6:00pm.

A charge of \$35.00 will be paid for N.S.F. checks written.

I understand that if a medical emergency arises, the program staff will attempt to contact me. If I cannot be reached, the staff will contact those named as emergency contacts. If they cannot be reached, the staff will call EMS, if the emergency is such that immediate hospital attention is necessary. I release the St. Brendan School After Care staff, school, and church from liability in carrying out emergency procedures.

I have read and will adhere to the Saint Brendan After School Care Program policies and to the registration agreement statements.

Parent Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_