



**ST. THOMAS THE APOSTLE SCHOOL
AFTER-SCHOOL PROGRAM
PARENT/STUDENT HANDBOOK**

St. Thomas the Apostle School
After-School Program (ASP)

Telephone Numbers:
School Office: 458-4228
ASP Room: ext. 311
Asst. Principal: ext. 337

St. Thomas the Apostle After-School Program is licensed under the
Dept. of Consumer and Industry Services (DCIS).

The program director and school principal have completed state
requirements for CPR and First Aid Certification.

ADMISSION POLICY

Prior to admittance of each child into the After-School Program, the following must be on file:

- Child Information/Program Release Card (DCIS)
- Registration Form
- Health and Immunization Form
- Signed statement that child is in good health
- Volunteer Acknowledgment
- Child Placement Contract

These requirements are necessary to meet all program-licensing guidelines set by the state of Michigan Dept. of Consumer and Industry Services (DCIS). These guidelines were developed with the protection and well being of each child in mind.

New registration to the program can be made at any time during the school year. We request five business days notice to process registration forms before any child may enter the program.

PROGRAM

The program will be in operation daily from 3:00 – 6:00 p.m. during the school year. On half days that school is not in session, the program will operate with the exception of Thanksgiving and the Friday immediately following, Christmas and Spring Break, as well as Carnival day, Good Friday, Easter Monday and any No School day.

A sample schedule of the After-School Program follows:

- 3:00 Sign-in/change clothes/snack
- 3:30 Prayer & Group Time
- 4:00 Outdoor/Gross Motor Activities
- 4:30 Indoor Activities/Arts & Crafts/Specials
- 5:00 Story-time/Homework /Clean-up
- 6:00 Last pick-up and sign out

Each week a variety of activities will take place, such as, Show & Share, Arts & Crafts, Computer Lab, Media Center, special visitors, etc.

The After-School Program adheres to all St. Thomas the Apostle policies as detailed in the Parent/Student Handbook.

COMMUNICATION

For all students participating in the program, notes will be sent home as needed. These may include, half-day reminders, snack reminders, field trip permission slips or any other communication deemed necessary.

SIGN IN/OUT

Children **will not** be released to anyone other than the parent, unless prior arrangements have been made with written and dated parental authorization. These policies are for your child's protection.

Children will not be released from the After-School Program until a parent/authorized individual has signed them out.

LAST CHILD SIGN OUT

In the event that your child is the second to last child picked up and there is no other school staff/volunteer available you may be asked to stay with the after-school employee until the last child is picked up by his/her parent. This policy is in direct response to the VIRTUS training and is for your child's protection.

DISCIPLINE

The After-School Discipline Policy mirrors St. Thomas the Apostle School policy and can be found on page two of the Parent/Student Handbook under the heading Code of Conduct. All St. Thomas School rules noted in the Parent/Student Handbook apply during the After-School Program.

WITHDRAWAL

The After-School Program requests a written notice from the Parent two weeks prior to the withdrawal of any child(ren).

The After-School Program reserves the right to deny admission to any child in situations where the program is not meeting the child's individual needs, or if the child's presence is interfering with the needs of others.

FIELD TRIPS

The After-School Program requires written consent of parents before a student will be permitted to go on a field trip with the group. A consent form with trip details will be sent home in advance of the trip and should be returned promptly.

TRANSPORTATION

Whenever possible field trips will be within walking distance from the school campus. In the event that we have an opportunity to schedule a trip further away and Grand Rapids Area Catholic Transportation is not available, volunteer drivers will be needed. Dates will be posted far in advance and scheduled around the needs of the drivers.

HEALTH AND SAFETY

If a child is ill, he/she should remain at home. Should your child become ill, or symptoms of illness appear during the program hours, parents will be called.

Your children will be properly supervised at all times by a qualified After-School Program employee.

EMERGENCY PROCEDURES

The After-School Program follows the Emergency Dismissal Policy of St. Thomas the Apostle School as found in the Parent/Student Handbook.

AFTER-SCHOOL PROGRAM CLOSING

St. Thomas the Apostle School belongs to a Grand Rapids cooperative system between radio and television stations in announcing school closing or delays due to emergency situations and/or weather conditions.

The After-School Program at St. Thomas will close for inclement weather whenever St. Thomas cancels classes. Closings are announced on local radio and television stations.

Please listen to or watch the station of your choice for information regarding school schedules.

ACCIDENTS

In case of accident or injury, adequate First Aid supplies are available. The Program Director will be responsible to report to the parents any accidents that may occur while under the program's supervision. An accident report will be filled out and a copy will be kept on file.

FIRE DRILLS

The children are trained on how to respond to the sound of the fire horn and know where the nearest exit is.

NUTRITION

Parents are expected to provide a snack for all the program participants approximately once per month. A monthly snack calendar will be sent as a reminder of the date on which snack will need to be provided. We recommend nutritious snacks such as fruit or crackers.

DRESS

Children will have the choice to change out of uniforms after the scheduled school day. All clothing should be clearly labeled with the child's name. Outerwear dress should be appropriate to the weather, since the children will be going outside every day weather permitting. Play clothes are strongly recommended, following the non-uniform guidelines.

VISITORS

St. Thomas the Apostle After-School Program has an open door policy. Parents are welcome to participate/observe at any time after signing in as a visitor in the school office.

After-School Program Rates

The annual pricing includes all half-day care.

	Annual Rate	Monthly
_____ Full Time	\$2,245.00	\$224.50
_____ Three Days per week*	\$1,815.00	\$181.50
_____ Two Days per week*	\$1,255.00	\$125.00
_____ One Day per week*	\$660.00	\$66.00

Additional Fees

Late Pick-up \$1.00 per minute, past 6 p.m. per child