



**ST. THOMAS THE APOSTLE SCHOOL  
AFTER-SCHOOL PROGRAM  
PARENT/STUDENT HANDBOOK  
2009-2010**

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St. Thomas the Apostle School  
1429 Wilcox Park Drive  
Grand Rapids, MI 49506  
After-School Program (ASP)

**Telephone Numbers:**  
**School Office: 458-4228**  
**ASP Room: ext. 311**  
**Mrs. Furtwangler, 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.

### Hours of Operation

The program will be in operation daily from 3:15 – 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.

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

## **MISSION STATEMENT & BELIEFS**

Saint Thomas the Apostle School's mission for the After School Program is to provide a spiritually enriched environment for those families who have discerned for various reasons that they are unable to provide primary care after school.

- We are one with our Catholic Faith and Church in encouraging the parents of our children to be present to them and to take a direct hand in their rearing and education. We see this happening in a number of ways.
- We encourage a parent's presence at home with their children wherever this is possible.
- We support single working parents raising their children alone.
- We support couples of limited means who desire the blessing of a Catholic Education for their children and who are required to both work in order to make this a reality.
- We support those parents who discern God's call to work because of the talents God has given to build up the church and enrich humanity.

## **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
- 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**

A sample schedule of the After-School Program follows:

- 3:15 Sign-in/change clothes/begin homework
- 4:00 Prayer & Snack Time
- 4:15 Outdoor/Gross Motor Activities
- 4:45 Indoor Activities/ Cafe/Specials
- 5:30 Clean-up-Story Time
- 6:00 Last pick-up and sign out

## **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 are required to sign in each day. 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.

## **STUDENT CARE & SAFETY**

### **Illness**

If your child is running a fever or is ill with a cold or flu, it is not in his/her best interest to be at ASP that day. A parent contact will be initiated in this circumstance and, if we are unable to contact a parent, another emergency release person will be notified.

### **Medication**

Medication will be administered to a student during the school day only if a medication form has been completed and signed by the child's physician. All medication must be sent to school in its original container or prescription bottle. Medication must be clearly labeled with the student's name, date, doctor's name, and completed instructions for administration. All medication should be given to the secretary staff (school office) immediately upon a student's arrival at school. Non-prescription medicine **cannot** be administered without written instructions from your physician.



### **Accidents**

In case of an accident at school, emergency first aid will be administered. Every effort will be made to contact the parent(s)/guardian(s). In case of failure to contact the parent/guardian (either at home or their place of work), the authorized person on the child's Emergency Form will be contacted. It is important that your children know your schedule (i.e. work, golf league, classes, etc.). If your child requires any special medical attention, please alert our school office through the Emergency Form.

Bumps, bruises, or minor cuts may be cleaned and/or ice/band-aides may be applied and/or parent(s)/emergency contact called.

If a serious injury occurs the following procedure will be followed:

- Check child for needed medical care
- Call 911 if emergency medical care is needed
- Ice pack, band-aids, and hugs will be applied as needed
- Incident/injury report and a call home will be completed as needed

# **HEALTH CARE POLICIES**

Children attending ASP will be taught and reminded of proper hand washing procedures. All children and staff of ASP will practice hand washing before and after eating, after utilizing the restroom, after activities, and whenever else appropriate.

The following procedures are considered best practice for hand washing:

- ~ Have a clean paper towel available.
- ~ Turn water on to a comfortable temperature (between 60 F to 120 F).
- ~ Moisten hands with water and apply soap.
- ~ Rub hands together until a soapy lather appears and continue for at least 10 seconds
- ~ Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- ~ Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- ~ Dry hands with a clean, disposable paper towel. Turn taps off with the paper towel.
- ~ Dispose of the paper towel in a lined trash container.

ASP staff undergo Blood Borne Pathogen Training annually. Gloves are available for staff to use in the event of possible exposure to bodily fluids (blood, vomit, urine, etc.) Should bodily fluids be present, children will be removed from the area until fluids are cleaned up and area is disinfected.

We use precautions when handling potential exposure to blood, including tissue discharges and bodily fluids containing and when handling other potentially infectious fluids. Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents.

All equipment, toys, and other surfaces of ASP undergo cleaning and sanitizing throughout the school year with rigorous methods applied at the beginning and end of the school year. Toys are cleaned seasonally; sleeping cots are cleaned daily; table tops are cleaned after each use.

The following steps are to be followed for cleaning and sanitizing:

- Wash the surface or article with warm water and detergent.
- Rinse the surface with clean water.
- Submerge, wipe, or spray the surface or the article with a sanitizing solution.
- Let the article or surface air dry.

## **Infection and Contagious Diseases**

Should your child contract an infection or a contagious disease, please keep your child at home, seek medical help, and contact ASP immediately. ASP shall then contact the Health Department (DEQ) and notify parents that the children may have been exposed to a contagion.

Children enrolled in ASP need to be able to blow and wipe their own noses, try to cover their mouths and noses when coughing or sneezing, and be able to use the bathroom without help.

Parents need to use discretion when a child isn't feeling well and should be kept home from school (ie: fever, diarrhea, vomiting, lice, etc.)

When a child shares, over a period of time, or indicates that s/he isn't feeling well, a call will be made to the parent(s). Medication may be given to a child by school staff only when/if parents follow school medication procedure(s).

## **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.

## **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 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, cheese or crackers. Treats for special occasions will be shared or sent home with all children.

## **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.

<u>Days per Week</u>	<u>One Child</u>	<u>Two Children</u>	<u>Three Children</u>	<u>Four Children</u>
Full Time	\$2,475	\$4,580	\$6,415	\$8,025
Three Days per week*	2,005	3,705	5,190	6,490
Two Days per week*	1,385	2,565	3,585	4,490
One Day per week*	730	1,355	1,895	2,370
Early Reg. Fee – Due 3/14/08	\$25	\$40	\$50	\$50
Late Reg. Fee - After 3/14/08	\$35	\$55	\$70	\$75

### **Additional Fees**

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

## RESOURCES

We can all use help from time to time. St. Thomas the Apostle Parish has many ministries available to help in times of need available to all students and their families. Contact the parish office if you need to schedule an appointment. Listed below are some groups that can help families.

- **Kent County Children’s Protective Services:** 616-247-6000
- **National Drug & Alcohol Treatment Hotline:** 1-800-622-HELP
- **National Clearinghouse for Alcohol & Drug Information:** 1-800-729-6686
- **National Domestic Violence Hotline:** 1-800-799-7233
- **National Child Abuse Hotline:** 1-800-4-A-CHILD
- **National Council on Child Abuse & Family Violence:** 1-800-222-2000 (24 hours) Provides information and referrals on child abuse and other types of family violence.
- **Parent Help Line:** 1-800-942-HELP
- **National Youth Crisis Line:** 1-800-HIT-HOME
- **National Mental Health Association:** 1-800-969-6642
- **National Maternal & Child Health Clearinghouse:** (703) 821-8955, X-254
- **WIC (Women Infants and Children):** 1-800-26-BIRTH (under 5 yrs)
- **Legal Aid:** (517) 346-6300  
Call the Michigan Bar Association for local offices near you. Provides legal assistance to low income people.
- **Office of Family Advocate (OFA):** (517) 373-2101  
Reviews complaints about DHS and other public and private agencies.
- **(Office of Children’s Ombudsman OCO):** 1-800-642-4326  
Investigates complaints about DHS cases.