

St. Joseph School After School Care Handbook



MISSION STATEMENT

The St. Joseph After School Care Program provides quality care for children in preschool through eighth grade. Believing that children need time after school for a variety of activities and relaxation, we will provide a comfortable, safe, and supportive environment that promotes the positive emotional, physical, intellectual, social, and spiritual growth of each child. The staff will strive to be appropriate role models who will encourage children to be independent problem solvers.

AFTER SCHOOL CARE STAFF

Brandi Newman Director Early Child Care	bnewman@stjoeelem.org 502/348-5994
Janet Hicks Program Direct	jhicks@stjoeelem.org 502/460-0364

CONTACT INFORMATION

School office	7:30 am – 4 pm	502-348-5994
School fax number		502-348-4694
ASC cell phone	3:00 pm – 6:00 pm	
Janet Hicks		502-460-0364

HOURS OF OPERATION

The after-school care program will be open from 3:00 pm-6:00 pm. Care will **not** be provided on early release days or when St. Joseph School is not in session.

REGISTRATION

Mrs. Newman will email registration forms to parents. Registration forms must be submitted before students attend the program. Personal cards will be provided to each adult who is permitted to drop-off or pick-up students

DAILY ACTIVITIES

The after-school care program provides opportunities for students to choose from a variety of activities. These include arts and crafts, story time, computers, board games, outdoor play, gym play, free choice, movies, etc. Students may also choose to work on their homework or class projects.

SNACKS

A snack and drink are provided to students at the beginning of after school care each day. Except in the case of a food allergy, snacks should not be brought from home.

SIGN IN

Students will be dismissed from the classroom and signed in when they come to the cafeteria. Students who normally are late care riders but have not been picked up will be brought to after school care by the presider and signed in at that time. Students who come to after school care following a school activity, (i.e. 4H, scouts, ball practice, choir), will be signed in at the time of their arrival.

Please send a note to the homeroom teacher **and** after school care director if your child will be attending after school care as an alternative to their usual means of transportation. Drop ins are only allowed if they have been preapproved by the director.

SIGN OUT

A parent or authorized person must come to the cafeteria and sign out the student before picking them up in another area. **Students will be released only to those people named on the emergency form unless the director has WRITTEN authorization from the parent stating the name of who will be signing out their child/children.** Identification will be required of any person not on the emergency list but has been given writer permission to pick up a student. No student will be released to anyone under the age of sixteen. After signing out, please walk to the area where the student is playing or studying and notify the adult presider that the student is leaving.

WRITTEN permission is required before a student will be allowed to leave after school care to attend any school activity on the premises. For safety reasons, students will not be allowed to leave the building unattended.

The director must be provided with a copy of the court document if a biological parent is not allowed to pick up a student.

FEEES

Payment for after school care will be tuition based on whether the student is part-time or full-time. Full time is 4+ days and part time 3 or less days

MEDICATIONS

Only emergency medication can be given during after school care (i.e. inhaler, epipen, etc). These will only be administered when parents send these medicines in a recently prescribed bottle for that child with the original label, a note, and a completed authorization form. Non-prescription drugs will NOT be administered during after school care hours.

MEDICAL EMERGENCIES

If a medical emergency arises, the director will first attempt to contact a parent. If a parent cannot be located, those persons authorized for emergency pick up will be called. In the event a responsible adult cannot be reached, and in the judgment of the director, immediate medical and/or hospital attention is indicated, EMS will be called. Reports will be filed with appropriate agencies for any such emergency.

CHILD ABUSE/NEGLECT

In the event a staff member suspects that a child may be the victim of child abuse or neglect, they are required by law to contact Child Protective Services hotline.

BEHAVIOR MANAGEMENT

The primary purpose of discipline is to help the child develop self-control and to assume responsibility for his/her actions. All staff will be responsible for disciplining children. The staff will follow some basic rules when approaching a discipline problem: react quickly to the action involved, use positive reinforcement over negative, when possible, respect the child as an individual, be consistent with procedures, and set a good example.

If a child consistently displays inappropriate behavior, the director will inform the parents. If the inappropriate behavior continues, the director will request a conference with one or both parents. The school principal will be informed of continuing behavior concerns, and a behavior contract may be required. If the contract terms are not met, the child may be requested to be withdrawn from after school care.

ELECTRONICS POLICY

The St. Joseph School policy on electronics use will apply to after school care. Please refer to the policy in the school handbook. Only schoolwork will be permitted during after school care hours. No computer games are allowed.

CHILDREN'S RULES

1. Be polite and respect others
2. Use good manners
3. Use appropriate language
4. Keep hands, feet, and objects to oneself

5. Run outdoors or in the gym only
6. Stay in authorized areas
7. Play fair and share
8. Clean up and put away materials before leaving assigned area
9. Remain seated during snack until dismissed
10. Maintain indoor voices

RIGHT TO AMEND

St. Joseph School reserves the right to amend this handbook. Parents will be provided with written copies of any changes.

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HANDBOOK ACKNOWLEDGMENT FORM

I understand the policies of St. Joseph School's After School Program. I further understand that by signing below, I agree to abide by the policies as they are outlined in this manual and that failure to comply could affect my participation in the program.

Parent Signature

Date

Student(s) Name: