

Immaculate Conception Catholic Academy



Afterschool Program

Dear Parents,

The following material is presented as “Ongoing Handbook” for the Immaculate Conception Afterschool Program. We have tried to include all information considered important for its basic operation. However, we realize that some changes may have to be made as the year progresses.

Sincerely,

After School Program Staff

GOAL

Immaculate Conception School provides a service for working families who desire both parochial school education and an extended day program. Our program is open only for children enrolled at I.C.S. in Nursery through 8th grade.

Our program is supervised by the faculty and staff of I.C.S. We aim to provide an environment that is safe and secure for our children after regulation school hours.

There is ample time for recreation, snack, socialization and homework. However, the afterschool program is **NOT** a tutoring program. Students will be assisted and supervised, but homework may not always be completed by the time they are picked up. It is the child's responsibility to acknowledge his/her assignments. The staff has no way of knowing what work has been assigned and cannot guarantee that your child will finish all work.

HOURS

The program is from dismissal to 6pm on regular school days. On days when school is in session for a ½ day, the afterschool program will be held unless you are notified otherwise.

AFTERSCHOOL PAPERS & FEES

These must be sent the first day of the school week. Exceptions are absences or emergencies. If an emergency does arise and your child needs to stay, please call the school office 718-739-5933.

A VERBAL RESPONSE FROM YOUR CHILD IS NOT ACCEPTABLE.

LATE PICK UP

Staff members are employed only until 6pm. It is only common courtesy to respect the time of closure. Your child should be picked up by this time or by the time you indicated and paid for. If you are unable to pick up your child(ren), please arrange for someone to make the pick up.

This is a requirement for participation in the afterschool program.

THERE WILL BE A LATE FEE OF \$1.00 PER MINUTE THAT YOUR CHILD REMAINS IN SCHOOL BEYOND 6PM

PAYMENT PLAN

The fee for the week must be sent in on Mondays. The weekly afterschool schedule is posted online for your convenience. It should be complete with your child's name, grade, days staying and the time of pick up. If your child is attending another afterschool activity, please indicate this on the sign-up sheet. **Both payment and paper must be returned by the last day of the school week.**

If your child is to stay unexpected, the school must be notified by leaving a message with the school secretary. **Payment is expected at the time of pickup.** If your child is picked up after the time indicated and paid for, you will be expected to pay the difference.

It is strongly recommended that payment be made by check or money order. After two returned checks, we will **require** that you pay in cash or money order.

If there is a fee at the time of report cards, your child's report card will be held until fees are paid.

EMERGENCIES / SAFETY

With the children's safety in mind, it is **MOST** important that the parent fill out the emergency card required by the school office. The phone numbers on that card will be used to contact you in case of emergency during afterschool hours.

For security purposes, a faculty or staff member of the school will be at the door. For our records, that person will indicate the time your child(ren) are picked up.

FEES AND PICK UP

The following fees are a flat rate. **NO EXCEPTIONS.** If your child comes to afterschool program and is picked up anytime between:

The above also pertains to students who are not registered and are sent to the afterschool program by the principal or secretary because they were not picked up on time.

If your child is sent to the afterschool program and is NOT registered, they will automatically be register and a \$25 fee and the fee for time stayed in the program will be added.

A record of yearly fees paid to the afterschool program is provided upon request for income tax filing.

Please note that the above fee for ½ days includes pizza lunch will be provided for all students who have informed us that they are staying in afterschool by the day before the scheduled ½ day.

Please note: If 2 children are registered to stay until a certain time and only 1 child stays, you will only be charged the fee for 1 child.

Since there are many afterschool programs going on that your child(ren) may be attending, please note: children attending clubs first and then coming to the Afterschool program will pay:

If the above clubs and programs are canceled without prior notice, your child will be told to make a phone call. If you are unreachable, the fees for time in the afterschool program will be waived.

BEHAVIOR

As members of a caring, Christian community, the children will be expected to respect the staff, each other, materials and the environment provided. If your child continually misbehaves, uses inappropriate behavior, he/she will not be permitted to remain in the afterschool program.

ILLNESS OR ACCIDENT

In cases which appear to be of a minor nature, first aid will be administered on the premises.

In cases which appear serious, the staff will make an effort to carry out the instructions as given on the emergency card.

Parents who do not wish their child treated in any way should indicate such on the emergency card, and should give directions to be followed in the space. "Special Instruction."

Parents will be expected to make provisions for taking sick children home. The Afterschool Program does not have facilities for the transportation of children.

If the home does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the Program staff will act according to their best judgment for the welfare of the child.

TOYS

It is suggested that children not bring toys from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the sharing atmosphere we strive to provide. No staff member will take responsibility for your child losing or breaking any toys brought from home.

SNACK

It is a long day for Afterschool students. Parents are expected to pack a snack and drink for afterschool.

REGISTRATION

In order for your child to participate in the program, your child **MUST** be registered to stay in afterschool. Any child who is sent to the afterschool program because they were not picked up at regular dismissal will automatically be charged both the \$25 registration fee and the appropriate pick-up charges.

Through the completion and signing of your child's registration form, you indicate full compliance with the rules and policies contained herein.

The ICS Afterschool Programs begins on the first full day of school in September, until the last full day of school in June.