



# After Care

## Family Handbook

### 2022-2023 School Year

Gina Antrobus : Director • 513-371-0371  
Hours 3:00 p.m. - 6:00 p.m.

## **BACKGROUND**

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The Our Lady of the Visitation School's After Care Program was created in 2016 in response to a growing need of families within our school for proper, positive, and convenient after school supervision of their children. The program is intended for students of Our Lady of the Visitation School in grades K-6.

## **PHILOSOPHY**

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It is our desire that the After Care Program will provide a safe and nurturing environment for all children attending. The same Catholic values that are integrated throughout the school day will continue to be incorporated in the After Care Program. We will strive to create a positive environment where children are encouraged in all aspects of development.

## **REGISTRATION & ENROLLMENT**

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The Our Lady of the Visitation After Care Program will offer after school care for students of Our Lady of the Visitation School. It is an extra service to our parents. It is set up to be a self-supported program and is not intended to be subsidized by the school or parish. If regular enrollment does not financially sustain the program, it may be discontinued upon one month's notice to the participating parents.

## **SCHEDULE**

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The After Care Program will utilize the Multi-Purpose Room (MPR) of the school building, as well as outdoor areas of the parish property (weather permitting). The MPR will be the headquarters for the After Care Program. Arrivals for attendance and dismissals will take place from the MPR.

3:00-3:15	Arrival/Attendance/Transition (MPR)
3:15-3:30	Snack
3:30-4:00	Indoor/Outdoor Large Muscle Play
4:00-4:45	Transition I - Homework, art, or games
4:45-6:00	Transition II - Homework, art, or games
6:00	Program Closed

## STAFF MEMBERS

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Gina Antrobus	Director
Kristen Hockl	Assistant Director
Mary Ross Sand	Staff

## STAFFING & SUPERVISION

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We intend that children will be supervised at all times. Staff will be available to assist children with homework, engage in indoor/outdoor activities, and provide guidance as needed. Children will be able to choose the activities that they engage in. Once attendance is taken those children participating in After School Band, After School Spanish, Scouts, etc. will be accompanied to the location for their activity. An After Care Staff Member will return at the ending time of the activity to accompany the student(s) back to After Care. Students participating in such activities will need to have a note on file from a parent detailing their participation in the after-school activity.

## SNACKS

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The Our Lady of the Visitation After Care Program will provide a simple and basic snack to all children in attendance. This will include water and snacks such as pretzels, animal crackers, graham crackers, etc. Any allergies should be noted on the child's medical form and will be posted so that all After Care Staff are aware of student's needs. Snacks are included in the program price.

## DAYS & HOURS OF OPERATION

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The program is open from 3 p.m.- 6 p.m. Monday through Friday. The After Care Program will be open on days when school is in session.

On early dismissal days there will **NOT** be Aftercare.

If Our Lady of the Visitation is closed for holiday break, in-service day, weather, or for any other reason, the After Care Program is also closed.

## ATTENDANCE POLICY

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Each day an After Care Staff member will record student attendance upon the student's arrival.

Absences: If a child is absent from school, it is assumed that he/she is not going to attend After Care. However, if a child is at school and will not be attending After Care a notice must be given to the After Care Director. If a child fails to show up for his/her designated day(s) and was present at school, a staff member will attempt to contact a parent concerning the child's whereabouts.

## PROGRAM COST

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### Fees for the 2022 - 2023 School Year

	<u>1st child</u>	<u>2nd child</u>	<u>3rd child</u>
Monthly full time (attends 13 days or more/month)	\$165	\$150	\$135
Monthly Part Time - A (attends 9 - 12 days month)	\$145	\$135	\$125
Monthly Part Time- B (attends 4 - 8 days month)	\$100	\$100	\$100

Each month, the parent will submit a schedule to the After Care Director indicating the days of attendance. A calendar template will be sent to you in July for August/September (which counts as one month). **The fees for Aug/Sept will be due by Wednesday, August 25, 2022.** Fees must be paid and all required registration forms completed and on file to participate in the program on the first day of school. Payments should be made payable to Our Lady of the Visitation.

**LATE FEE** The program closes at 6 p.m. There will be a \$1.00 per minute late fee assessed for late pick-ups. Please notify the director in advance, if possible, if you know that you will be running late.

## EMERGENCY PROCEDURES

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First aid will be administered for every occurrence involving any of the four “B” s: bumps, bruises, bites, or blood, regardless of how minor the incident may seem. An Accident/Injury Report will be completed to record the incident and parents will be asked to sign the report. A copy will be given to the parent.

In case of an actual emergency, parents will be notified immediately. In the event that we are not able to reach parents, the authorized persons listed on the Child Information Form will be contacted while every reasonable attempt continues to be made to contact the parents. Emergency Medical Services will be called without delay. If transportation to a hospital is required, this will be carried out by a qualified Emergency Medical Technician. The child’s Emergency Treatment Consent Form will accompany the child to the hospital and a staff member will remain with the child until released by a parent or legal guardian.

The staff of the After Care Program will not be permitted to transport any child anywhere, for any reason. This policy assures the safety of your child by securing proper medical attention eliminating delays if medical treatment is necessary. **Please let us know if your phone number or any other contact information has changed in case we need to reach you.**

During the hours that the After Care Program is in session, the same procedures will be followed for fire, tornado, and lock-down as are followed during the school day.

## **DISCIPLINE**

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The form of discipline applied by the After Care Program will be consistent with the Christian atmosphere maintained during the school day. The adult staff of the Aftercare Program may also use the behavior systems set forth by Our Lady of the Visitation School including demerits, detentions, suspensions and expulsion.

At no time will physical punishment be used. Positive redirection and reinforcement will be used if a child's behavior warrants it. Time out will be used as a last resort and only if the child's behavior would become a threat to himself or others. Parents will be notified of behavior issues.

It is the goal of the After Care Program to promote each individual child's self-image and esteem. Positive interactions with peers and staff will be encouraged so that a happy, healthy, and safe environment can be maintained.

## **SAFETY, SECURITY, & SIGN OUT**

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The health and safety of all children attending the After Care Program is of the utmost importance. If your child is exhibiting any signs of a communicable disease, you will be contacted by the director to pick the child up. Children with such symptoms will be excluded from the program until symptoms have subsided for 24 hours or longer, depending on the situation.

Your child will only be released to those designated by you on the Child Information Form. To further ensure the safety of your child, a driver's license will be asked for each and every time your child is picked up. The person picking up your child will also be required to sign the child out of the program. Staff will be required to make sure all attendance is updated as well.

## **ELECTRONIC DEVICES**

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There is no need for a child to bring in any electronic device, including cell phones, to the program. It is asked that devices such as these be kept at home. If you feel strongly about your child having a cell phone with them during these hours, it is advised that they be kept in the child's book bag. This avoids situations such as lost or broken phones. If you need to reach your child for any reason during program hours, you can do this by contacting the school or the director directly at 513-371-0371.



## After-Care Program Parent Handbook Acknowledgement Form

Child(ren's) Names \_\_\_\_\_

We acknowledge receipt of the Our Lady of the Visitation After Care Program Parent Handbook and have read the handbook and agree to follow all policies and procedures listed in the handbook.

Parent Name (printed): \_\_\_\_\_

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

Date: \_\_\_\_\_

*Please return this page with your calendar and payment.*