

Holy Childhood of Jesus Catholic School

215 North John Street
Mascoutah, IL 62258
618-566-2922
www.holychildhoodschool.com
Email: hcs@holychildhoodschool.com

BEFORE AND AFTER CARE **2023-2024**

During the school year, After Care will operate from immediately after school to 6pm Monday-Friday. There will be NO After Care on days when there is no school. (*i.e. early dismissal, non-student attendance days, snow days, holidays, etc.*)

Morning and After Care Cell Phone Number (618) 491-0126

Extended Time:

- | | |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Before Care 6:30 am-7:30 am | Schedule: <u>M Tu W Th Fri</u> (circle days) |
| <input type="checkbox"/> Before Care Express 7:15 am-7:30 am | Schedule: <u>M Tu W Th Fri</u> (circle days) |
| <input type="checkbox"/> Aftercare 3:00pm-6:00pm | Schedule: <u>M Tu W Th Fri</u> (circle days) |
| <input type="checkbox"/> After School Care for Wednesday 2:00pm-6:00pm ONLY | Schedule: <u>W</u> (circle day) |
| <input type="checkbox"/> Aftercare Express (NEW) 3:00 pm-3:15 pm | Schedule: <u>M Tu W Th Fri</u> (circle days) |
| <input type="checkbox"/> Aftercare Express Wednesday 2:00pm - 2:15pm ONLY | Schedule: <u>W</u> (circle day) |

Registration fee: One-time payment of \$20.

Payment:

Fees are collected only for the days used, but payments are due following the week of service. If a payment is more than 2 weeks late a \$5.00 late fee will be added. You can choose to pay either weekly or monthly.

Late Pick Up Fees:

After Care ends at 6:00pm. All children must be picked up no later than 6:00pm. If you are late picking up your child, a late fee of \$5.00 will be charged for each 15 minutes (or fraction thereof) you are late. We ask that you please notify the After Care staff if you will be late.

FEE POLICY: Fees are collected only for the days used. Fees may be paid by online, cash or by check each **FRIDAY** to return on **MONDAY**. After 2 weeks of non-payment, the child will not be allowed to attend the program. Make checks payable to: *Holy Childhood School - Extended Care*

Extended Time Fees:

- **Before Care Only (B.C.)** - \$5.50/day per child (6:30am - 7:30am)
- **Before Care Express Only (B.C.E.)** - \$2.00/day per family (7:15am - 7:30am)
- **After Care Only (A.S.C.)** - See Fee Chart below for Cost of Program
- **Aftercare Express (A.E.)** - \$2.00/day per family

	Cost of After Care Program					
<i>Number of Days per Week, Includes Snack</i>						
	5 Days	4 Days	3 Days	2 Days	1 Day	
1 Child	\$47	\$37	\$30	\$20	\$10	
2 Children	\$85	\$67	\$57	\$37	\$20	
3 Children	\$120	\$100	\$85	\$65	\$30	

Pick Up:

Only those people authorized by you on your pick-up list will be allowed to pick up your child. We ask that the first time a new person picks up your child he/she brings a photo ID. Your child's safety is our main concern. We also ask that your child be signed out every day.

Medication:

If medication is required during After Care hours, only prescription medication may be dispensed. A signed note from parents or guardians giving permission to give medication, including the time, date, and amount given, must accompany the medication. The Medication Consent Form at the end of the handbook needs to be completed by the parent or guardian.

Structured Program:

The After Care program is supervised by hired personnel here at Holy Childhood School. A flexible schedule is planned weekly by the staff and will include:

- Snack (provided)
- Study Time
- Homework Assistance
- Structured Playtime
- Outside Play (weather permitting)
- Arts and Crafts

Behavioral Guidelines: Diocesan Policy #5144

Students participating in the Holy Childhood After Care Program will be expected to obey and respect all staff and other students in the program. They will follow the same school rules, policies, dress code, and conduct that they follow during the regular school day. This policy will be firmly enforced so as to ensure the best experience for all children and staff. All children are registered on a trial basis. If the program does not meet your child's needs or your child is unable to adapt to the program, a conference will be held first with the After Care staff, and if necessary, with the principal to correct any

problems that may occur. Our ultimate concern is your child's safety and well-being. Your cooperation is essential for the success of our program.

Questions:

If you have any questions, comments, or concerns please call The Principal at 566-2922 or Tiffany Simon, Morning/After Care director, 618-491-0126.