

Holy Childhood of Jesus Catholic School

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

EXTENDED CARE (BEFORE & AFTER CARE) Handbook 2025-2026

Extended Care Director: Mrs. Tiffany Simon tssimon@holychildhoodschool.com
Morning and After Care Cell Phone Numbers: 618-491-0126 or 618-566-2922 ext. 206

Registration:

Registration is available when completing an online enrollment packet, or a registration form may be obtained in the school office. There is a registration fee of \$20 per child per program.

Extended Care Times:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Before Care 6:30am-7:30am | Schedule: <u>M Tu W Th F</u> |
| <input type="checkbox"/> Before Care Express 7:10am-7:30am | Schedule: <u>M Tu W Th F</u> |
| <input type="checkbox"/> After Care End of school-6:00pm | Schedule: <u>M Tu W Th F</u> |
| <input type="checkbox"/> After Care Express K-8 - 2:50pm-3:10pm; 1:50pm-2:10pm on Wed | Schedule: <u>M Tu W Th F</u> |
| <input type="checkbox"/> After Care Express PreK - 2:30pm-2:50pm; 1:30pm-1:50pm on Wed | Schedule: <u>M Tu W Th F</u> |

During the school year, After Care will operate from immediately after school to 6:00 pm Monday - Friday. There will be NO After Care on half days of school or when there is no school, (i.e. non-student attendance days, snow days, holidays, etc.)

Extended Care Fees:

- **Before Care Only (B.C.)** - \$6.00 per day per child (6:30am - 7:30am)
- **Before Care Express Only (B.C.E.)** - \$3.00 per day per child (7:10am - 7:30am)
- **After Care Only (A.C.)** - See Fee Chart below for Cost of Program
- **After Care Express Only (A.C.E.) K-8** - \$3.00 per day per child 2:50pm-3:10pm (1:50pm-2:10pm W)
- **After Care Express Only (A.C.E.) PreK** - \$3.00 per day per child 2:30pm-2:50pm (1:30pm-2:50pm W)

Cost of After Care Program
Number of Days per Week, Includes Snack

	5 Days	4 Days	3 Days	2 Days	1 Day
1 Child	\$49	\$39	\$32	\$22	\$12
2 Children	\$87	\$69	\$59	\$39	\$22
3 Children	\$122	\$102	\$87	\$67	\$32

Students picked up after the times listed for After Care Express will be charged the daily After Care rate.

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 every 15 minutes (or fraction thereof) you are late. We ask that you please notify the After Care staff if you will be late. After 3 late pickups, your child will no longer be eligible to attend the program.

Payment:

Fees are collected only for the days used. Fees may be paid through the ProCare App (app information will be provided by After Care Director) or by cash/check (payable to HCS) in the school office. Payments are expected in a timely manner. Excessive unpaid fees may result in the child not being able to attend the program.

Drop off and Pickup Times:

B.C. Drop off time (a parent or authorized person must sign-in the child each day):

- **6:30am**

B.C.E. Drop off time (a parent or authorized person must sign-in the child each day):

- **7:10-7:30am**

A.C. Pick up time (a parent or authorized person must sign-out the child each day):

- **6:00pm**
- A \$5 fee will be charged for every 15 minutes late. After 3 late pickups your child will no longer be eligible to attend the program.

A.C.E. Pick up time (a parent or authorized person must sign-out the child each day):

- **K-8: 3:10pm (2:10pm on Wednesday)**
- **PreK: 2:50pm (1:50pm on Wednesday)**
- Students picked up after the times listed for After Care Express will be charged the daily After Care rate.

FEE POLICY: Fees are collected only for the days used. Fees may be paid through the ProCare App or cash/check (payable to HCS) in the school office. Payments are expected in a timely manner. Excessive unpaid fees may result in the child not being able to attend the program.

Medication:

If medication is required during After Care hours, only prescription medication may be dispensed. A Parent Consent form must be completed by the parent or guardian and a Physician's Statement Form must be completed by the child's physician and accompany the medication. (Forms are available in the school office.)

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:

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 Extended 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 contact:

Mr. Tim Keefe, Principal

618-566-2922

tkeefe@holychildhoodschool.com

or

Mrs. Tiffany Simon, Extended Care Director

618-491-0126

618-566-2922 ext. 206

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