



COMMUNION *of* SAINTS SCHOOL

FOSTERING FAITH, SERVICE AND SCHOLARSHIP

2160 Stillman Road | Cleveland Heights | Ohio | 44118 | 216.932.4177 | www.communionofsaintsschool.org

AFTER SCHOOL CARE REGISTRATION

The After School Care program provides care for Communion of Saints School children with working parents. The ASCP accepts children in Kindergarten through grade 8. Each day the program offers children a choice of activities, including arts and crafts, games, music, and both indoor and outdoor play. Children can choose whether or not to participate in organized activities or to initiate their own. A homework slot and a snack time are included on the calendar each day.

The ASCP meets **after school from 2:30 p.m. to 6:00 p.m.**

Registration Fee: \$25.00 (per family)

Cost of program

In the 2021/2022 school year, the pricing structure will change in order to offset the rising costs of the program. The new structure is as follows:

One child \$8.00 per hour

Two children \$10.00 per hours

Three or more children \$12.00 per hour

Parents are responsible for keeping their accounts current.

Late Pick up Fee: \$20 charge plus \$1.00 for each minute after 6:00pm

Payment Due Date: All fees are billed on a bi-monthly basis

Please complete:

Fee Payment Agreement Form

Contact Info/ Medical Authorization form

Polices and Procedures-Signature

After care services will be available on the first day of school for those who have completed the forms and paid the registration fee prior to the first day of school.

Communion of Saints School
After School Care Program (ASCP)

FEE PAYMENT AGREEMENT

Name of Children:

Grade Level (as of August)

Please **CIRCLE ONE** of the following payment options.

REGULAR USE: Write in the pick-up time next to the days your child/ren will attend the ASCP:

Mon. _____ **Tues:** _____ **Wed:** _____ **Thurs:** _____ **Fri:** _____

CALENDAR: You agree to provide a calendar each month-due the last week of the previous month-with the dates and pick up times for your child/ren.

WILL CALL: You need ASCP on an as-needed or emergency only basis. You agree to contact ASCP by 2:00pm on the day you need your child to attend ASCP.

*I understand that a non-refundable registration fee of \$25 per family is to be paid when registering

*I understand that there are no refunds or credits issued for sports, choir, drama, or any other after school activity or meeting conflicting with the contracted time

*I understand the late fee information contained in the Policies and Procedures.

CHILD PICK-UP AUTHORIZATION

The following person(s) have my authorization to pick up my child:

Name of Adult

Relationship to Child

Phone

The Director will have a sign-out sheet and will mark the child out.

I understand that the above names are the **ONLY** persons designated to pick up by child. In the event that another is going to pick up my child at any time I will notify the ASCP director **before 2:30pm.**

Signature of Parent: _____ **Date:** _____

After School Care Program

CONTACT INFO / EMERGENCY MEDICAL AUTHORIZATION

Family Last Name: _____

Name(s) of Child(ren): 1. _____ Grade: _____ 2. _____ Grade: _____
3. _____ Grade: _____ 4. _____ Grade: _____

Father's Name: _____ **Signature:** _____

Day Phone: _____ Cell Phone: _____

Mother's Name: _____ **Signature:** _____

Business Phone: _____ Cell Phone: _____

Guardian Name: _____ **Signature:** _____

Day Phone: _____ Cell Phone: _____

(EITHER PART 1 OR PART 2 MUST BE COMPLETED)

PART 1- TO GRANT CONSENT

I hereby give consent for the following medical care providers and local hospital to be called:

Physician: _____ Phone: _____

Dentist: _____ Phone: _____

Medical /Specialist: _____ Phone: _____

Local Hospital: _____ **Allergies/ Chronic Conditions** _____

Medications currently being administered to child: _____

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above named doctor(s), or in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of 2 other board certified physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such life-saving surgery.

Facts concerning the child's medical history, including allergies, medications being taken, and any physical impairments to which a physician and AFTERCARE should be alerted are: _____

Signature of Parent/ Guardian: _____ Date: _____

PART 2- REFUSAL TO CONSENT

I do NOT give consent for emergency treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the ASCP authorities to take the following action:

Signature of Parent/ Guardian _____ Date: _____

CONTACT NUMBERS

After School Care (2:00pm to 6:00pm) 440.364.3066

School Office (7:30am to 3:00pm) 216.932.4177

Communion of Saints School

After School Care Program (ASCP)

Policies and Procedures

The ASCP is a program after school that provides care for Communion of Saints School children with working parents. The ASCP accepts children in Kindergarten through Grade 8. Each day, the program offers children a choice of activities. These activities include arts and crafts, games, and music to name a few- both indoor and outdoor. Children can choose whether or not to participate in organized activities or to initiate their own. A slot for homework and a snack are also included on the calendar each day. A special activity may be planned (such as a visit for a local librarian, musician, or artist) which may result in a nominal fee per child.

Hours of Operation

The ASCP meets after school from 2:30pm to 6:00pm on all school days listed on the official school calendar. On days when there is no school, the ASCP does not meet. On the days of early dismissal, aftercare WILL be available from dismissal to 6:00pm.

Pick-Up Times

The ASCP offers flexible pick-up times according to your schedule. **Your child must be picked up by 6:00pm or late fines will be assessed.**

Snacks and Homework

The children are served an afternoon snack around 3:00pm. Typical foods may include: pretzels, yogurt, pudding, applesauce and occasional treats like cookies or ice cream. **Parents need to advise the ASCP of any child's special dietary requirements and/or allergies. If the dietary restriction is severe, parent/caregiver must supply the child's snack.**

We allow time for homework. The staff will assist the children with general questions during this period- however; it is NOT our responsibility to check homework OR make sure all homework is completed during the ASCP day.

Outdoor Play

If it is a nice day outside, we will take the children outside to play. When the children are playing outside, they are under constant supervision, and the rules of safety and treating each other with respect are observed. The children are made aware of the proper boundaries for play areas and are required to observe these rules. In addition, we play in the gym on cold, rainy & snowy days.

Enrollment Procedure

Your child/ren must be registered each year in ASCP. Therefore, both continuing and new families must complete a registration packet (which includes emergency forms) prior to a child(ren) coming to ASCP. **It is the parent/caregivers' responsibility for the emergency forms to be updated throughout the year as needed.**

All students must be registered in order to participate in the program.

Fee payment agreements must be filled out for each student indicating the number of days needed and the pick-up time. Any changes to this contract after commencement of the ASCP must be made in writing. No exceptions will apply.

Absences

It is your responsibility to make sure you call the ASCP direct phone number if your child will be absent. Do not rely on the school to communicate absences to ASCP. Phone in the absence to 216-406-2646 and leave a detailed message.

Payment and Fees

The ASCP is self-supporting and receives no other income or subsidy other than the registration fee and the payment of registered users.

Fees: The fee for aftercare is \$8.00 per hour for 1 child, \$10.00 per hour for 2 children and \$12.00 per hour for 3 or more children. This fee includes snack and materials from activities.

You are charged for the first hour of Aftercare, regardless of what time you pick your child up.

Billings will be sent twice per month, and it is the responsibility of the parent to stay current with the account. Payments may be made using cash, check or online through Digital Academy. Delinquent accounts will result in a suspension from using the program until the account is paid in full.

Schedule Options: Calendar System: You must provide a monthly schedule for the days your child(ren) use the program. Parent/guardian will provide the exact days and pick-up times for the children per month. We ask that you provide a calendar for the days/ times needed no later than the last week of the previous month. You will be invoiced all the days on your schedule unless your student(s) is/are absent from school that day.

Payment: Prompt payment is required, by check, made out to COS ASCP. A charge of \$35 will be assessed for checks returned due to insufficient funds. **All fees must be current each quarter in order for families to continue use of ASCP and before report cards are distributed. At year's end, all ASCP accounts must be up-to-date in order to receive a report card and /or have records forwarded.**

Late Pick-Up Fine: If your child is not picked up from ASCP by 6:00pm, you will be asked to pay a \$20.00 late fine and \$1.00 per minute for every minute after 6:00pm. Staff will have you sign the late fee book so you are aware of the fine and it will be included in your next bill.

Personal Property

No electronic devices of any kind will be allowed in the ASCP. It is strongly recommended your child/ren refrain from bringing any personal effects from home. We are not responsible or liable for any lost/damaged property brought from home.

If the child wishes to do so, a change of clothes can be packed in their book bag. Time is given at arrival to change out of the uniform. Changing clothes is not required but encouraged due to our time outside and other projects.

Rules for Behavior Management

Prime considerations are safety, freedom from harassment and respect for self, each other, the environment and the facilities. Children will be accountable for proper speech and behavior choices that uphold the Catholic values of Communion of Saints School and Parish. The following are examples of behaviors that do not align with COS:

- Behavior which interferes with the learning environment.
- Lack of regard for safety of self and others.
- Lack of stewardship/respect for building rules.
- Inappropriate use of handling of technology and equipment
- Inappropriate language

Children who exhibit behavior problems will be talked to with a member of the staff and redirected to another activity. If a child's inappropriate behavior continues there will be a "3 Strike" system:

Strike 1: Staff member will speak with the parents/guardians about the issue.

Strike 2: Student and parents will receive a second warning and there will be a behavior conference with the After Care director.

Strike 3: Student will be dismissed from the program for an amount of time decided upon by the director.

Students have the right to expect:

- To be treated with respect.
- To feel they are in a safe environment.
- To receive equal treatment in the enforcement of behavior policies.
- To have the opportunity to be heard in a discussion regarding infractions.

After Care staff have the following responsibilities:

- To treat students and parents/guardians with dignity and respect.
- To arrange parent/guardian behavior conference if necessary.
- To establish rules for student behavior.

Parent Involvement

Input from parents to ASCP is always welcomed. Please feel free to contribute suggestions for activities or to donate your time and skills to the program. Contributions of books, games, dress-ups, craft and recyclable materials are much appreciated.

PLEASE SIGN THE FOLLOWING PAGE INDICATING THAT YOU HAVE READ AND ARE AWARE OF THE POLICIES AND PROCEDURES FOR COMMUNION OF SAINTS AFTER CARE PROGRAM AND RETURN IT WITH YOUR REGISTRATION.

**Please return this page to
After Care.**

I have reviewed and understand the Policies and Procedures for the
Communion of Saints School After School Care Program (ASCP).

Family Name _____

Student Name: _____

Student Name: _____

Student Name: _____

Student Name: _____

Parent/ Guardian Name

Parent/Guardian Signature

Date