

AFTER-SCHOOL PROGRAM POLICIES AND PROCEDURES

WELCOME

Welcome to the Holy Angels After-School Program. The following information will address our policies and procedures and is designed to help staff and families become more familiar with our program. Our goal is to provide a first class after-school program for children in grades Pre-K – 6. The Holy Angels After-School Program will allow scholars to participate in academic and extracurricular enrichment activities to develop new hobbies and skills. The following policies and procedures will serve as guidelines for the successful accomplishment of our goal.

HOURS OF OPERATION

The Holy Angels After-School Program operates Monday through Friday from 3:15 to 6:00pm when school is in session.

INCLEMENT WEATHER POLICY

The Holy Angels After-School Program will follow the Holy Angels Catholic School closing policy for inclement weather. Therefore, if Holy Angels makes an early morning or mid-day closing, the after-school program will be closed as well.

ENROLLMENT

The 2018-2019 Holy Angels After-School Program is a free program to all enrolled scholars of Holy Angels Catholic School. Please see “Late Pick Up” procedures below.

CHECK IN / OUT

All children will be accounted for at the start of the after-school program by staff members, and every child must be signed out by a designated parent or guardian at the end of each day. Please notify the Aftercare Director if someone other than a parent or guardian will be picking up your child.

LATE PICK UP

If your child remains in the care of the Holy Angels After-School Program past 6:00pm there will be one warning, after the first warning there will be a \$10 charge for every additional 5 minutes he/she remains after 6:00pm. This will be charged to your child’s tuition account. If a child is still in the care of Holy Angels for over one hour after the close of the after-school program, we are required to call Social Services. Therefore, please let us know if you are going to be late. Remember that your child as well as our staff worries about you when you are late.

PARENT/TEACHER COMMUNICATION

The parent and teacher relationship is extremely important as we work together to educate our scholars. The aftercare director will contact a parent if there are concerns about your child. Parents, please be sure that all phone numbers on file are correct and up to date. If you have a concern, or a problem arises, parents are encouraged to contact a teacher or the Aftercare Director as soon as possible.

DINNER

Dinner will be provided by the Holy Angels After-School Program starting at 3:15-3:30. If your child has allergies to specific foods we will work with you to provide what your child needs. Please notify the school nurse or Aftercare Director of any allergies.

MEDICATION

Medication will only be given to children by the school nurse before 3:30pm. All medication must be in the original container, have a valid expiration date, and be labeled with the child’s name. Staff cannot dispense medications in dosages that exceed the recommendations stated on the medication container. The Health Department does not allow a child with a fever of 101 or greater, diarrhea, vomiting, rashes, or sore throat to attend the after-school program. If your child displays any of these symptoms, a parent or guardian will be notified immediately.

PROCEDURE FOR INJURY

The Holy Angels After-School Program will contact the parents/guardians of any child that is injured while in our care. If the injury is serious in nature, unless the Holy Angels After-School Program is instructed differently by the parents, we will call for an ambulance.

DISCIPLINE PHILOSOPHY AND PROCEDURE

The Holy Angels After-School Program will follow the discipline philosophy and procedures of the Holy Angels Catholic School. We expect scholars to exemplify attitudes and actions which reflect Catholic values. If the child is consistently misbehaving, the Aftercare Director will work with the parent and teacher on an individualized after-school plan. Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior, or possession of weapons will not be tolerated. Anyone who demonstrates such behaviors will be held accountable for their actions and will not be allowed back into the aftercare program for the duration of the year.

STAFF

The Holy Angels After-School Program hires only qualified staff over the age of eighteen to work in the after-school program. A background check is required for all employees who work with this school and program.

STATE REQUIREMENTS

The Holy Angels After-School Program is requirement by the state of Indiana to report any suspected signs of child abuse to the Child Protection Agency. If an employee suspects any child abuse he/she is required to file a report with the Aftercare Director and call the child abuse hotline. The proper authorities will then intervene and conduct an investigation.

Holy Angels Aftercare Director

Haley Loechel

Holy Angels Principal

Justin Armitage