

Palmer Catholic Academy

**Welcome to
Angels After Hours
After School Care Program**

**Parent/Student
Handbook And Registration**

2022/2023

**Mrs. Earp, Principal
Mrs. DosSantos, Asst. Principal**

904-543-8515, ext. 110

Director – Anne Kuhn

Angels After Hours Mission Statement

The Angels After Hours after School Care Program at Palmer Catholic Academy is designed to provide after school care to registered Palmer students after each regular school day, when school is in session. Facilitators will provide a Christ-centered, safe, caring environment to all students while in our care. Emphasis is placed on creating a stimulating and enjoyable environment that encourages socialization and interaction between children of all ages (Pre-K through eighth grade). Qualified facilitators will oversee homework time, snack time, organized activities and free play throughout the afternoon.

Program Policies:

- Available only to enrolled students of Palmer Catholic Academy. Registration will be accepted on a first come/first served basis. Enrollment is limited to a maximum of 40 students per day.
- Angels After Hours is an after-school care program, not a daycare facility; therefore, it will be closed on Holidays. Angels After Hours exists to assist working parents who are unable to pick up their children at dismissal time. Please do not use Angels as a playdate time for your children. If year-round day care is needed, then other arrangements should be made.
- When one student is picked up from Angels, siblings are to be picked up at the same time.
- Students are responsible for completing their own homework during homework time (tutoring or individualized homework assistance is not part of this program)
- **30 days written notice is required** to leave the program or reduce the number of days attending. **As per school policy, without the 30 day notice, you are responsible for the next month's fee.**
- **The fee for this service is payable in advance. Charges are applied to the appropriate family's FACTS account. Parents whose accounts are in arrears will not be offered this service until the account is brought current. Monthly fees do not carry over to the next month if days are not used.**
- Increasing the number of days attending is subject to availability.
- Program operates on regularly scheduled school days from 3:00 to 6:00 pm. (School Improvement/Early release days hours are 12:30 – 3:30 pm.) There will be no Angels After Hours on Holiday early release days. **Parents picking up students late will be charged \$15.00 for every 15 minutes past 6:00 (or 3:30 pm on early release days). All fees will be charged to the family FACTS account.**
- Program rates are based on yearlong commitments from 1 to 5 days per week, per child. (August to June 1)
- Program rates are based upon regular attendance for 3 hours daily and will not be prorated for days absent or early pick up.
- The monthly rate does not vary during months where school holidays are taken.
- Depending on capacity enrollment and availability, students may use this service on a “drop-in” basis for a fee of \$30.00 per day. Charges are applied to the appropriate family's FACTS account.

Monthly Rate Schedule: based on number of days per week per child

<u># of children</u>	<u>5 days</u>	<u>4 days</u>	<u>3 days</u>	<u>2 days</u>	<u>1 day</u>
1	\$247	\$196	\$147	\$101	\$ 50
2	\$408	\$327	\$244	\$163	\$ 81
3 or more	\$491	\$375	\$294	\$197	\$104

Snack Policy: Parents will provide the snacks.

1. Snack time will immediately follow homework time every day.
2. Children should have one snack per day. Please remember that this is meant as an after-school snack not a full meal.
3. **Note: On early release days, students should bring a bagged lunch to school.**

Drop-In Policies and Procedures:

- **Drop-in Services are for those parents who legitimately need it, who work or have an emergency. Angels After Hours is NOT to be used for playdates.**
- Any Palmer Catholic Academy family interested in using our Drop-In Service at Angels After Hours must complete a Drop-In request form (located in the front office and online at PCA website) prior to the day of service needed. Exceptions will only be allowed on an emergency basis. You may send your completed form back to school via your child's backpack.
- We are limited to a maximum of 40 students per each school day; therefore, Drop-In services will be offered on a first come/first served basis. Confirm availability for date(s) needed by contacting the front office staff prior to submitting your completed Drop-in form.
- There will be a \$30.00 fee charged per day, per child at the time of the service. The fee will be charged to the appropriate family's FACTS account.
- Drop-In services are for occasional use ONLY. For regular attendance, please register your children as attending Angels after Hours students.

Angels After Hours Student Code of Conduct

1. Always address the "Head Angels" with respect.
2. Always use your best manners.
3. Obtain permission BEFORE leaving the lunchroom EVERY time (bathroom, drinking fountain, etc.) and sign out in the appropriate book.
4. Angels must remain supervised at all times and are not permitted to be in the hallway areas.
5. Remember, inside voices must be used at all times while in the school building (there are many teachers still working)
6. NO PHYSICAL CONTACT with another student is permitted at any time. NO aggressive play will be tolerated.
7. Anyone who chooses will be included in ALL activities; no student will feel left out.
8. Be responsible for yourself (cleaning up after your snack, putting away any toys/games you have played with, arts and crafts projects, etc.)
9. No RUNNING indoors at any time.
10. Ball playing of any kind is reserved for outdoors only.
11. ALWAYS ask for permission BEFORE using the telephone.
12. Always show respect for yourself, those around you, and your surroundings.
13. Let your "Angel Light" shine! Be a good friend – be caring, kind, and helpful to ALL!
**No negative or hurtful language toward another person will be tolerated, remember: CHARACTER COUNTS!!!

Discipline Policy:

1. Negative behavior will be redirected in a positive way.
2. If negative behavior continues, a time out will be given for an appropriate period of time and the behavior will be further discussed between student and Caregivers. Parent(s) will be informed upon pick up of child.
3. If the problem continues, Caregivers will notify parent(s) of the situation immediately by phone and the child will need to be picked up from the program for the day. A behavioral report will be filled out and kept in the child's folder detailing the incident.
4. Any situation that continues to remain a problem will be discussed between the student, his/her parent(s), Angels Caregivers, and the school Principal.
5. School rules apply during Angels After Hours, and any student who does not follow the rules may be asked to leave the Angels After Hours program.

Child Pick Up Information:

1. When you arrive at the front entrance, "Announce" on the PikMyKid app. This alerts the Angels staff that you have arrived and your child(ren) will be brought outside to you at the front entrance.
2. If you will be delayed in picking up your child(ren) and it will be after 6:00 pm, please call 904-543-8515 ext. 110. Late fees will be charged to your FACTS account.
3. Students will only be released to persons that have been properly delegated on PikMyKid or a WRITTEN NOTE has been received from parent. This is for the safety of the children! **Adults picking up students from Angels will be required to present their ID upon request.**

Illness Policy:

- If a child becomes sick while attending Angels After Hours, he/she will be kept aside from the other children while being given the appropriate care necessary (a quiet place to rest, cool water to drink, etc).
- The child's parent(s) will be notified as necessary and early pick up will be arranged at that time.

Injury Policy:

Per state law, an emergency card must be on file. These can be obtained by the after school care facilitator.

If a child sustains an injury while attending Angels After Hours, appropriate care will be given.

- Cleansing broken skin with water and covering with Band-Aids.
- Ice packs will be applied to injuries as needed.
- Parent(s) will be notified as necessary.
- In an extreme circumstance, 911 will be called immediately and the child will be taken to the nearest medical facility.

ALL sickness and/or injuries will require an Accident/Illness Report to be filled out by the Caregiver. One copy will be given to the parent(s) and another copy will be kept in the child's file.

Homework Policy:

1. Homework time will be from 3:00 to 4:00 pm, or as needed.
2. All homework MUST be completed by the student upon first arriving at Angels after Hours.
3. Exceptions to the homework rule are special projects (computer research, nature projects, etc.) that cannot be completed while in school.
4. We do not check homework for correctness and are unable to offer individualized tutoring to the students. We are happy to answer basic questions for the students as time permits.
5. Children will be seated in age appropriate groups during homework time. They may work quietly together, if they choose, but each student MUST complete his/her OWN assignments each day.
6. No calculators will be permitted unless written permission is obtained from the parent(s) and/or teacher(s).
(For grades K-5 only)
7. We will ensure that the students understand that they are responsible for completing ALL homework assignments for a given day during our homework period. (Students will never be asked to put homework away. They will have as much time needed to complete their assignments). Because we will not have a list of each child's assignments, we are trusting that they will act responsibly in completing all assignments in their entirety. If you should ever have a problem with your child not completing his/her homework at Angels as needed, please feel free to bring this to our attention so that we can, together with the student, correct this problem.

Other Activities:

1. Movies/Educational Videos: Age appropriate movies and educational videos will be available for use during Angels After Hours.
2. Quiet Time: Students will use this time to read or quietly play while waiting for parents to arrive. During quiet time, students will gather their belongings and be ready for pick up.

Student Attendance/Clubs:

1. Students attending after school clubs or sports will first check in with Angels After Hours and notify the staff. Staff should be informed if the student will be returning once the club or sport is over.

Uniform Policy:

1. While on school premises, all students are to wear the Palmer Catholic Academy school uniform and ID badge. If they choose, the children may change into PCA Physical Education uniforms (PCA logo t-shirts and shorts can be purchased at RC uniforms). This is not required.
2. Athletic shoes are always permitted at Angels!
3. Exception: If your child will be attending dance class, karate, soccer practice, Brownies, etc. after pick up, he/she may change at school before you arrive. He/she will only be permitted to change into these clothes shortly before his/her scheduled pick up time.
4. For colder days, please be sure that your children have the appropriate warmer clothing (sweaters, coats, sweatshirts, longer pants). Inappropriate clothing for certain weather conditions may prevent your child from participating in outside play.



Angels After Hours Honor Code

- I will follow all required school rules as established by Palmer Catholic Academy.
- I will wash my hands before my activity in Angels After Hours begins.
- I will follow all directions and guidance given by the Angels After Hours Director and the Angels After Hours Leaders.
- I will be respectful of others always and especially during my stay at Angels After Hours.
- I will always raise my hand and wait for a leader to call on me to ask questions.

Student Name (print): _____

Student Signature (4th grade and up): _____

Date: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____

Please sign and submit this form to the school along with your Angels After Hours registration form via email at palmercatholic@pcapvb.org. Acceptance into Angels After Hours will be on a First Come First Served basis.

Registration/Acceptance Form

Please sign below and return to the Palmer Catholic Academy school office.

I have read the 2022/2023 Angels After Hours Handbook in its entirety. I agree to abide by and accept the rules, regulations, and responsibilities as set forth within this handbook while attending the Angels After Hours Program.

Parent's Name: _____

Address: _____

Home Phone: _____ Mother's Cell: _____ Father's Cell: _____

Mother's Employer: _____ Phone: _____

Father's Employer: _____ Phone: _____

<u>Student's Full Name</u>	<u>Grade</u>	<u>Circle the days attending each week</u>				
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Date child(ren) will beginning attending: _____

In accordance with the rate schedule, we agree to pay \$_____ per month for our child(ren) to attend Angels After Hours. We understand that we are committing to this amount for the period of **August – June 1, 2023**, and that we must provide **thirty days** written notification to leave the program or reduce our commitment. There will not be "Angels" on the last day of school 6-2-23, which is an early release day.

"Angels" hours on school improvement/early release days are 12:30 pm to 3:30 pm. No "Angels" on holiday early release days.

Parental signature: _____ Date: _____

Note: The monthly rate will be charged to your family's FACTS account. Additional information and instructions will be provided from the Program Facilitator when your child begins attending. If you have any questions, please contact the school office at 543-8515. 7777