



PALMER
CATHOLIC ACADEMY
— OUR LADY STAR OF THE SEA —

*Every Child Known. Every Gift Nurtured.
Every Day Rooted in Christ.*

Angels After Hours
After School Care Program
Parent/Student
Handbook

2026 - 2027

Mrs. DosSantos, Principal
Fionnuala San Juan, Asst. Principal

904-543-8515, ext. 110

Palmer Catholic Academy Mission Statement

Palmer Catholic Academy of Our Lady Star of the Sea Catholic Church provides a Catholic and Christ-centered educational environment that inspires all students to reach their full spiritual and academic potential and become responsible, respectful, and reverent disciples of Christ.

About Angels After Hours

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. Facilitators will provide a Christ-centered, safe, caring environment to all students while in their 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:

- **Eligibility:** Angels After Hours is available only to students enrolled at Palmer Catholic Academy. Enrollment is accepted on a first-come, first-served basis and is subject to staffing availability and state-mandated supervision ratios.
- **Program Availability:** Angels After Hours operates only on regularly scheduled school days and is closed whenever school is closed for students, including holidays. The program is intended to provide after-school care for working families and is not intended for playdates or social gatherings.
- **Hours of Operation:** The program operates Monday, Tuesday, Thursday, and Friday from **3:00–6:00 p.m.** and Wednesday from **1:00–6:00 p.m.** Angels After Hours is not offered on designated holiday early-release days as identified on the school calendar. **There will be no Angels After Hours on the following holiday early release days: Friday, November 20th, Tuesday, December 22nd, Wednesday, March 24, Friday, May 28th.**
- **Sibling Pick-Up:** When one child in a family is picked up, all siblings enrolled in Angels After Hours must be picked up at the same time.
- **Homework:** Students are expected to complete their own homework during the designated homework period. Staff members supervise students and may provide general assistance, but individualized tutoring or homework instruction is not provided.
- **Enrollment Changes:** A minimum of **30 days' written notice** is required to withdraw from the program or reduce the number of enrolled days. Without the required notice, families are responsible for the following month's tuition. All enrollment changes must be submitted in writing to lkokos@pcapvb.org.
- **Tuition & Billing:** Tuition is billed monthly through FACTS and is payable in advance. Accounts must remain current to participate in the program. Monthly tuition is based on your selected schedule and is not prorated for absences, early pick-ups, holidays, or unused days. Fees do not carry over to the next month if not used.
- **Program Commitment:** Enrollment is based on a school-year commitment (August through June) for one to five days per week.
- **Late Pick-Up:** Students must be picked up by **6:00 p.m.** A late fee of **\$15 for every 15-minute increment (or portion thereof)** after 6:00 p.m. will be charged through FACTS.
- **Drop-In Care:** When space and staffing permit, registered Palmer Catholic Academy students may attend on a drop-in basis for **\$35 per day**, which will be billed through FACTS. Advance approval is required, and availability cannot be guaranteed.

Monthly Rate Per Child:

Monday: \$60 Tuesday: \$60 Wednesday: \$85 Thursday \$60 Friday: \$60

**If you are in need of WEDNESDAY ONLY FROM 1:30-3:30 PM,
the rate will be \$40/child.**

**You will receive a 20% discount off your total cost if enrolling 2 children.
You will receive a 35% discount off your total cost if enrolling 3 or more children.**

Snack Policy:

Parents are responsible for providing their child's daily snack.

- Students will enjoy a designated snack time each afternoon following homework time.
- Please send **one healthy after-school snack** each day. This is intended to be a snack, not a full meal.
- The Angels After Hours staff does **not** provide snacks. Please clearly label your child's after-care snack and pack it separately in their lunch box, if possible.
- On scheduled early-release days when Angels After Hours is in session, students must bring a **bagged lunch** from home.

Drop-In Policies and Procedures:

Drop-in care is available for occasional use only and is intended to assist families with unexpected scheduling needs. It is not intended for regular attendance or playdates.

- A completed Drop-In Request Form must be submitted to the school prior to the requested date of service. Forms are available in the Front Office and on the Palmer Catholic Academy website.
- Drop-in care is subject to staffing availability and state-mandated supervision ratios and is offered on a first-come, first-served basis. Families should contact the Front Office to confirm availability before submitting a request.
- Emergency requests will be considered on a case-by-case basis, as space permits.
- The drop-in fee is \$35 per child, per day and will be billed through the family's FACTS account.
- Families who require after-school care on a regular basis should enroll in the Angels After Hours program rather than rely on drop-in services.

Angels After Hours Student Code of Conduct

Since Angels After Hours is an extension of the school day, all PCA Code of Conduct rules apply. As a reminder these rules include:

1. Be respectful.
2. Be responsible.
3. Be kind and inclusive.
4. Follow directions the first time.
5. Use appropriate language and indoor voice levels.
6. Use kind words to other Angels.
7. Keep hands, feet, and objects to themselves.
8. Outside activities should be saved for outside (running, ball playing, etc.)
9. Care for school property. Clean up after snack and put away all materials.
10. Remain with the group unless given permission by staff. Use the sign-out book once permission is given.
11. Let your "Angel Light" shine through your words and actions.

Discipline Policy:

When behavior concerns arise, the following steps may be taken:

1. **Redirection:** Staff will provide a verbal reminder and redirect the student toward appropriate behavior.
2. **Reflection:** If the behavior continues, the student may be given a brief time to reflect on their choices. Staff will discuss the behavior with the student, and parents may be informed at pick-up.
3. **Parent Notification:** Continued or more serious behavior concerns will result in immediate parent notification. Parents may be required to pick up their child from the program, and a behavior report will be completed and maintained on file.

4. **Administrative Conference:** Ongoing or significant behavioral concerns may require a conference involving the student, parent(s), Angels After Hours staff, and the Principal to develop a plan for continued participation in the program.
5. **Program Participation:** Because the safety and well-being of all students is our priority, students who repeatedly fail to follow expectations or whose behavior is disruptive or unsafe may be suspended or dismissed from the Angels After Hours program at the discretion of the Principal.
6. **Personal Electronic Devices:** Personal electronic devices, including cell phones, smart watches with communication capabilities, tablets, gaming devices, and similar electronics, may not be used during Angels After Hours unless specifically authorized by staff.

Child Pick Up Procedures:

For the safety and security of all students, please follow these pick-up procedures:

- Upon arrival, **announce your arrival through the PikMyKid app**. This notifies the Angels After Hours staff that you have arrived. Please proceed slowly to the school's **Holding Area** (near the handicapped parking). Kindly walk over to the Pre-K door where a staff member will escort your child(ren) for dismissal.
- If you anticipate arriving **after 6:00 p.m.**, please notify the school by calling **904-543-8515, ext. 110**. Late pick-up fees will be assessed in accordance with the program's Late Pick-Up Policy and charged through your FACTS account.
- Students will only be released to individuals authorized in **PikMyKid** or to a person designated through a **written note from a parent or guardian**. For the safety of our students, adults picking up children may be asked to present a valid photo ID before a child is released.

Health and Safety at Angels:

Emergency Contact Information

In accordance with state requirements, current emergency contact information must be maintained in FACTS at all times.

Illness

If a student becomes ill while attending Angels After Hours, he or she will be separated from the group and provided appropriate care and supervision until a parent or authorized emergency contact can pick up the student. Parents will be notified promptly, and early pick-up will be required when appropriate.

Injuries

If a student is injured during Angels After Hours, staff will provide appropriate first aid, which may include cleaning minor wounds, applying a bandage, or using an ice pack as needed. Parents will be notified of any injury requiring more than routine care.

In the event of a serious illness or injury, **911 will be called immediately**, and the student will be transported to the nearest appropriate medical facility. Parents or emergency contacts will be notified as soon as possible.

Incident Documentation

All illnesses and injuries that occur during Angels After Hours will be documented on an **Accident/Illness Report**. A copy of the report will be provided to the parent or guardian, and a copy will be maintained in the student's file.

Homework Policy:

Homework time is provided daily at the start of Angels. Students are expected to use this time responsibly to complete assignments independently. Students will have as much time as needed to complete homework. Please note that Angels staff will not have a list of each student's homework, so students are expected to be responsible in knowing what their assignments are. Angels staff supervise and provide general assistance but do not provide one-

on-one tutoring or check homework for accuracy. 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. Calculators are not permitted for students in grades K-5 unless written permission is obtained from parent and/or teacher.

Program Activities:

Students will have the opportunity to participate in a variety of age-appropriate activities throughout the afternoon, including:

- **Homework Time:** A supervised period for students to complete homework independently.
- **Outdoor Play:** Daily outdoor recreation, weather permitting.
- **Games, Crafts & Group Activities:** Organized activities that encourage creativity, cooperation, and fun.
- **Movies & Educational Videos:** Age-appropriate movies or educational programming may be shown on occasion (G-rating only)
- **Quiet Time:** Students who have completed their homework and activities may read, draw, or participate in other quiet activities while waiting to be picked up.

Students Attending After-School Activities (Clubs and Sports):

Students participating in after-school clubs, athletics, or other school-sponsored activities must first check in with the Angels After Hours staff before leaving for their activity. If the student will return to Angels After Hours following the activity, staff must be notified in advance.

Uniform Policy:

As an extension of the school day, students are expected to remain in the **Palmer Catholic Academy school uniform** and wear their school-issued ID badge while attending Angels After Hours.

- Athletic shoes are permitted during Angels After Hours to allow for safe participation in indoor and outdoor activities.
- Students attending an activity such as dance, karate, scouting, or sports practice after pick-up may change into appropriate attire **shortly before their scheduled pick-up time**.
- Please ensure your child has appropriate outerwear for cooler weather. Students without suitable clothing may be required to remain indoors during outdoor play.

Angels After Hours Student Pledge:

Upon acceptance into the Angels After Hours Program, an Angels After Hours Pledge will be sent via email. Parents and students should read and sign it together and return it to the email indicated on the form. Students cannot begin attending Angels without this signed pledge.

School's Right to Amend:

The Principal, Pastor, and/or the school retains the right to amend this handbook for just cause, and the parents will be promptly notified of changes by written notice. Please be sure to read and understand all policies as set forth in this handbook prior to signing the Handbook Acceptance Form.

The administration also reserves the right to interpret, apply, and make decisions regarding situations not specifically addressed in this handbook in accordance with diocesan policy, school philosophy, and the best interests of the school community.

Because every situation is unique, school administration reserves the right to make decisions on a case-by-case basis consistent with Catholic values, diocesan policy, student safety, and the best interests of the school community.