

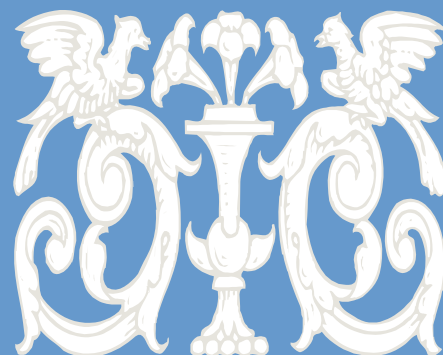
ST. JAMES SCHOOL

& MSGR HORRIGAN CHILD DEVELOPMENT CENTER

After School handbook



Director: Mrs. Becky Hoskins
Assistant Director: Ms. Karen Johnson
454-0330 ext. 11 (before 3:30)



W e l c o m e t o A l l

STATEMENT OF PURPOSE

St. James After School Care (ASC) begins the first day of school as an extended day for school age students (Pre-Kindergarten through 6th grade) whose parents work or must be out of the home for a period of time. This service provides a safe environment for students with structure, care, and fun.

ADMISSION POLICY

St. James ASC admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities made available to students at After School Care. It does not discriminate on the basis of race, color, national, or ethnic origin.

LOCATION

Our main location will be in the school auditorium with access to the other rooms in the building. The gym will be used for active play and, when weather permits, Tyler Park and the school playground will be utilized.

ENROLLMENT

A Registration Form/Medical Release, Designated Pick-up Form, Tyler Park Permission Slip, and Handbook Agreement MUST be completed and signed prior to the entry of a student in the After School Care Program. A non-refundable registration fee (per family), plus first week payment, must be made at the time of registration for the ASC.

DAYS AND HOURS OF SERVICE

Monday - Friday: 7:30 A.M.-8:30 A.M. for Pre-School and Pre-K

11:30 A.M.-2:45 P.M. for Pre-School and Pre-K

2:45 A.M.-6:00 P.M. for Pre-School and Pre-K through Grade 6

When the school day is over, students in grades K through 6 who are in the After School Care Program will immediately report to the auditorium. After School Care for students in Pre-School and Pre-K will be held in a separate room on the first floor.

We will follow the Archdiocesan Calendar for professional and in-service days when care will be provided on an all day basis (7:30 A.M. to 6:00 P.M.). Please check your school calendar for these dates. Care will be offered during Christmas vacation and spring break providing the number of children necessitates being open. A notice will be sent to you to sign up for these dates. Payments will be required in advance in order to provide adequate staff for the children. Children will be required to bring a bag lunch and a drink clearly marked with his/her name on these days.

SUMMER CAMP

The Summer Camp Program will begin on the first day that school is out for the school year and will continue throughout the summer for students ages 3 through 6th grade. The exact dates and registration for this program will be available in May.

AFTER SCHOOL CARE PAYMENT

Payments are to be made through the FACTS Management Company (see page 10 of the Student Handbook). There is NO reduction for missed days, but in the event of a prolonged illness extending beyond three days an adjustment can be made for the fourth and fifth days only. A late fee of \$20.00 will be charged after designated pick-up time, 4:00 P.M. or 6:00 P.M. This late fee should be paid to the caregiver before leaving. In fairness to all parents and **respect for our caregivers' time, this policy will be enforced.**

Fees are based on your child's/children's enrollment not on attendance. Charges are incurred according to the predetermined number of days your child/children are committed to attend as well as the time of their departure each day.

There are no deductions or fluctuations in fees due to school holidays, professional days, in-service days, conference days, sick days, vacations or personal absences. A 25% deduction in fees will be given for inclement weather days that are not made up during or at the end of the school year. Once you have registered your child for the number of days he/she will attend each program, your monthly payments will always be the same amount.

Christmas, spring break, holidays and days when school is not in session are not included in the monthly fees and must be paid directly to the school office. Please contact the school office or check the school web site for a detailed listing of opened and closed dates.

ILLNESS - MEDICATION - EMERGENCY CARE

A student who becomes ill cannot be allowed to stay in the After School Care Program. The parent or guardian will be notified and required to pick up the student as soon as possible.

Prescription medication will be accepted on an individual basis and administered only as prescribed on the physician's or dentist's authorization. The original prescription or refill must be provided by the parent and include the student's name, date, medication, dosage, strength and directions for use, which include frequency, duration and route of administration, prescribing physician and pharmacy name and address.

Non-prescription (over-the-counter) medication may be accepted on an individual basis as provided by the parent or legal guardian, provided a completed authorization to give medication form is on file. Prolonged use of non-prescription medication should be discouraged. Physician or health care provider approval is required for use of non-prescription medication. The medication should be in the original container.

Emergency medication must be administered as per written protocol approved and signed by a physician or local health officer and parent. Individual protocols (explicit instructions) are needed to address those students with a history of systemic reaction to known allergens (anaphylaxis) and other medical conditions which would require the administration of emergency medications.

The Administration reserves the right to make/take rare exception to the above three paragraphs especially in a situation where a peanut allergy and/or asthma attack occurs.

A signed emergency medical care form must be on file before any emergency treatment can be administered. Should the need arise, the following emergency treatment procedures will be followed:

A trained and certified member of the staff will take whatever immediate steps are necessary to stabilize the student's condition. If further care is needed, appropriate medical personnel will be contacted (i.e., EMS, 911).

The parent or guardian will be contacted as quickly as possible to notify them of the situation. *Students will NOT be permitted to use the ASC telephone unless there is an emergency situation and he/she has received permission from a staff member.

CODE OF CONDUCT

To ensure an appropriate Christian child care environment and to reinforce the Christian values in the home, this code of conduct has been established for all students.

Students will be respectful to teachers and each other at all times.

Students are to exhibit respect for all school property.

Safety will be adhered to at all times. Pushing, hitting, or other rough conduct will not be tolerated.

Children will pick up work/play areas and assist in the clean up of their snack area in an orderly fashion.

There will be quiet time set aside for homework, reading, rest, etc. Each child is expected to work quietly and individually.

Children are to stay in designated ASC areas only and must be given permission to move from one area to another. If it is determined that a problem exists in any of the above areas, the Director may request a con-

ference with the parent or guardian.

DISCIPLINE

In keeping with the Christian attitude at St. James School and parish community, students will be corrected with a positive reinforcement in order to instill a sense of responsibility for his/her own actions. This will be carried out in the following manner:

Caregiver will confer with the student to seek an understanding of the inappropriate behavior.

Appropriate consequences, such as loss of privileges, or time-out, will be applied.

Continued inappropriate behavior will be addressed at a conference between student, parent, and caregiver. Further measures will be decided upon at this time.

Removal from the After School Care Program will be the final option.

No corporal punishment will ever be used.

CHILD ABUSE LAWS

State Law (KRS620.030 [2]) requires school officials who “suspect” the physical, emotional, sexual abuse, or neglect of a child must report this to Child Protective Services. St. James is required to report any suspicions of abuse or neglect in the home to the proper agency for investigation.

School officials must permit agents from the Department of Children and Families (formerly Child Protective Services) to interview a child at school if requested. A school official will remain with the child during the interview if the child requests they do so. School officials are not required to notify parents/guardians a child is being interviewed by social workers.

SNACKS

A nutritious snack is provided each afternoon. Two snacks are provided (morning and afternoon) when all day child care is being provided.

Children receive 6 to 8 ounces of juice or milk with snacks containing sugar. Other drinks may be served with low sugar or non-sugar snacks.

PERSONAL ITEMS AND DRESS

Individual baskets will be provided for students to store personal belongings while attending the ASC Program. Please **check your child’s basket to ensure that all belongings are taken home daily. Please do not bring items from home for use in ASC.** We are not responsible for the loss or damage of toys, games, cards, etc. brought from home.

Students will be provided with ample time to change into play clothes. This is encouraged in order to keep students’ school uniforms in good condition. Please label all personal items.

CHANGE IN ATTENDANCE

Notice of a change in the student’s attendance must be given one week in advance. Absences must be reported to the school office no later than 2:00 P.M. Notification must be provided if student will be tardy due to meetings, practices, etc. If the student is not in attendance, and we have not been notified, we will contact the numbers listed on the registration form.

ASC FEE SCHEDULE

The ASC Fee schedule may be found in the registration packet. You may check the school web site also.

DAILY SCHEDULE

2:45 - 3:15

Attendance and restroom

3:15 – 3:45	Snack
3:45 - 4:45	Active play (outside/gym)
4:45 – 5:45	Quiet time (homework, reading, rest)
	Free play (games, arts/crafts, etc.)
5:45 - 6:00	Clean up and prepare for closing
	CHECK-IN AND SIGN-OUT

Daily attendance will be taken. A sign-out sheet will be provided for mandatory, daily signature and departure time. Students will be released ONLY to those persons designated on the registration form. (If there is a change in this list, ASC Director must be notified in writing.) If the situation occurs when the person to pick up the student is not listed, a note or phone call from the parent or guardian is needed to allow the student to leave. If notification is not received or staff cannot reach parent or guardian by phone for verification, the student will stay in the After School Care until someone is authorized to pick up the student.

- The After School Program will use the WEST side of the building after school hours. Please enter the building through the main entrance on Edenside to pick up and sign out your child. St. James students are not permitted to admit you. They will advise a staff member to do so.

O f f i c e d i r e c t o r y

St. James School

School Office..... 454-0330
 Jeff Purichia, Principal, Ext. 22 purichia1@stjamesbluejays.com
 Paula Rich, Secretary, Ext. 11 prich1@stjamesbluejays.com

St. James School

& Msgr. Horrigan Child Development Center

Around the World...Summer Camp

June 9 – August 1, 2014

Pre-School through 8th Grade



**Enroll Now!
Limited
Availability!**

Around the World...Summer Camp

Includes Breakfast, Snack & Lunch

	4/5 DAYS	2/3 DAYS
1st Child	\$160	\$110
2nd Child	\$110	\$ 90
3rd Child	\$ 65	\$ 55

Drop Ins (Full day rate ONLY) \$50

Please contact the Office Prior to first Drop Off

Hours: 7:30 a.m. – 6:00 p.m.

Camp activities: 9:00 a.m. – 4:00 p.m.



www.stjamesbluejays.com
502.454.0330 ext. 11

& Msgr. Horrigan Child Development Center
1818 Edenside Avenue
Louisville, KY 40204

St. James School

Enroll Now! Limited Availability!

2014 Registration Forms

Available Online at:

www.stjamesbluejays.com

or call:

502.454.0330 ext. 11

St. James School Presents "Around the World" Summer Camp

Ohhh... the places we'll go! Grab your passport and join us on an adventure of epic proportions as we journey around the world while enjoying unique cultural experiences along the way.



How to Have the MOST Fun

Wear comfortable clothes each day. Sunscreen is highly recommended. **Please make sure your child's name is on all personal items.**

Drop Ins Policy

Drop Ins must also be registered with current Immunization Certificates on file. Please call the school prior to first Drop In. Drop In rates are for Full Day Rate Only.

Pick Up Policy

Only parents/guardians or authorized persons listed on campers information may pick up the camper at any time throughout the day. **A valid ID must be shown.** Camper must be signed in and out. This policy is to ensure your child's safety.

Camper's must be picked up no later than 6:00 p.m. There will be a \$2.00 per minute late charge due at the time of pick up.

Camp Information for Students

Every day our campers will do something fun! We will use thematic immersion to explore each new region of the world through various activities including play, food, art, spiritual, and music. The curriculum will cross over into areas of science, math, history, language, and geography when applicable and is intended to create a thirst for lifelong learning. Understanding new cultures and in thinking "Green" for our planet.

Pre-School & Pre-K Students - Each camper must be 3 years old and be potty trained.

Staffing - Our teachers and assistants have over 115 years combined teaching experience. Our staff is CPR and First Aid current.

Transportation - A schedule of events will be given out weekly for the camp activities. For field trips that are further than walking distance we will travel by school bus.



St. James School

Around the World...Summer Camp

June 9 – August 1, 2014

Pre-School through 8th Grade

**Every week we will sail the
Seven Seas and journey
to a new continent!**

Lots of activities for all the age groups, swimming, water fun, field trips, movies, bowling, parks, museums, bouncy houses...

And so much more!

Space is limited, so it is recommended you register as soon as possible to ensure your child's place.

A NON-REFUNDABLE \$50 deposit per family, is required upon registration.

The weekly camp fee is due each Monday morning for the current week.

You may download a registration form on our web site or stop by the office to pick one up. Fill it out and return it with a **current, original immunization certificate** and your Summer Camp deposit to:



St. James School

1818 Edenside Avenue
Louisville, KY 40204

For More Information: 502-454-0330, ext. 11



St. James School

A Culture of excellence

There's Something different about St. James School. Maybe it's the beautiful, historic building that is a neighborhood landmark. Maybe it's the way students exhibit confidence in their abilities and display an eagerness to learn. Maybe it's the Principal who welcomes each child by name.

Where Each Child Thrives

With small class sizes, personalized instruction and innovative programming, St. James enable students to reach their full potential. Our caring, experienced faculty and rigorous curriculum prepare our students for the next steps of their academic careers. The values they learn will last a lifetime! We are proud there is something special about St. James School and we welcome you to our family!

