

HOLY CROSS AFTERCARE PROGRAM
2020-2021



144 East Mount Airy Ave, Philadelphia, PA 19119-215-242-0414

WELCOME TO HOLY CROSS CATHOLIC AFTERCARE PROGRAM

DEAR PARENTS,

We are happy to have you here. For those of you who are just starting out, as well as for you who have been with us for awhile, we hope that this handbook will answer some questions that you have or might have in the future.

DESCRIPTION

The Aftercare program is for regularly enrolled children, K through eighth grade. It is staffed by school personnel. It serves only the children enrolled at Holy Cross Catholic School and operates only on days when school is in session. (This does not include early dismissal days). The program is designed to provide a safe, nurturing environment for children who receive services after the regularly-scheduled school day. In Aftercare children can feel free to learn, grow and express themselves. We believe that children learn by experience, and we encourage compassion in their interactions with others.

STAFF

The program is staffed by an experienced director and a number of devoted and committed teachers/teacher's aides. Staff members work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere in which respect and understanding for others is realized.

TIME OF OPERATION

The Aftercare Program operates on school days from 3:00 pm to 6:00 pm. The program includes time to change clothes, a substantial snack, indoor and outdoor play and activities, time for homework and quiet time.

LATE OPENING AND EMERGENCY CLOSING

*When there is NO SCHOOL there is NO AFTERCARE. In the event of an emergency closing for inclement weather or some other reason the Aftercare Program operates **ONLY ONE HOUR PAST THE EMERGENCY CLOSING TIME** (e.g./ if archdiocesan schools are closing two hours early, i.e. at 1:00pm, then aftercare closes at 2:00 pm instead of 6:00PM.) A late fee is charged for any student picked up after the one hour limit. When inclement weather threatens, Holy Cross Catholic School follows the directive of the Archdiocese of Philadelphia. In such situations parents are advised to listen to **KYW 1060AM** for announcements regarding the Philadelphia Archdiocesan Schools.*

REGISTRATION

In order to provide adequate supervision for the safety and security of the child/ren, the Aftercare Program is available only to those child/ren who register for the program and attend and pay on a monthly basis. A complete registration form and \$40.00 non-refundable registration fee (per family) must be returned to school to enroll your child(ren) in the Aftercare program.

FEES

THE MONTHLY FEE IS THE SOLE SUPPORT OF THE AFTERCARE PROGRAM. IT IS NOT SUBSIDIZED BY THE SCHOOL OR PARISH. *For this reason, the following policies are in place.*

- Payment is due monthly. **NO CASH PAYMENT.***
- Monthly payment is due even if your child is absent. The absence may be due to parent decision or scheduled holiday.*
- A fee of \$40.00 is charged for late payments.*
- A fee of 50.00 is charged for returned checks. **Additionally, if a check is returned for insufficient funds. All subsequent payments MUST be made in the form of a money order.***
- A fee of \$5.00 per minute is charged for late pick-up of a child. This fee is due at the time of pick-up.*
- If a parent/guardian does not make the appropriate payments as indicated above and has not made alternate arrangements with the Director, his/her child may not be allowed to continue in the program.*

PLEASE DO NOT INCLUDE AFTERCARE PAYMENT WITH ANY OTHER SCHOOL RELATED PAYMENT.

*******CUSTODY PAPERS OR COURT ORDER DOCUMENTS ARE DUE WITH THE REGISTRATION FORM *******

CHANGE IN ADDRESS, PHONE NUMBER OR EMERGENCY NUMBERS

Parents are expected to inform the director or designated staff member when there are changes in addresses or phone numbers/emergency numbers. If there is any change in the names of those authorized to pick up the child, this information should be made known to the Director.

SAFETY/EMERGENCIES & ILLNESS/ACCIDENT

Parents or guardians may not take the children from the school-yard or other areas without notifying the staff and signing out the children. Staff will not permit children to leave in taxis presumably sent by parents without notifications. Parents or guardians should not send persons whose signatures are not on the registration form to ask for the release of children. For the child's safety, the release will

not be granted. With the children's safety and well being in mind, it is most important that the parent fill out the registration form, and the adhere the instructions given.

In case which appear to be of a minor nature. First Aid will be administered on the premises. (Medication will not be administered). In cases which appear serious, the program Director will make an effort to carry out instructions as given on the Registration form. Parents who do not wish for their child/ren to be treated any way should indicate such on the registration form, and should give directions to be followed in the space noted as "Special Instructions".

Allergies are common among young children, so please alert the Director to your child's allergies and symptoms so that we can take appropriate precautions. If your child is allergic to any juice or food, please indicate such on the registration form.

SAFETY

Scheduled safety drills are included to the Aftercare Program. Children will practice exiting by the nearest designated exits.

EXPECTIONS FOR CHILDREN'S BEHAVIOR

As members of a caring community, the children will be expected to respect the staff, each other, and the materials and environment provided. They must never leave the building or grounds without explicit permission of the staff. Such permission will be only granted by order of the parent or guardian.

In order to maintain a professional atmosphere, we ask that all staff members be formally addressed, e.g. "Mrs. White, Mr. Jones or Miss Smith or Sister Rose. Informal use of staff member's first names by students is inappropriate in the school setting.

Any child who does not conform to the set rules and regulations of the Aftercare program liable for dismissal.

HEALTH AND SAFETY

The Aftercare program follows the policy of Holy Cross Parish School with regard to communicable diseases. Parents will be notified if a child becomes ill during the hours of the program. All minor injuries will be recorded in the Accident Log. Parents will be notified at the time of pick-up. When serious injuries occur, procedures will be followed as they appear on the Medical Emergency form. Parents are expected to sign this form at the time of registration.

Copies of all necessary medical information, medicine, etc. are made available to the Director of the Aftercare program. As is the policy at Holy Cross School, only prescription medication will be dispensed. If a child is taking medication during the school day, the same written permission slip will suffice. Reminder: The written note must include the amount of dosage and the date. Medication must be in its original container marked with the child's name.

In most Aftercare programs, nutritious snacks are provided. Parents should send in written notification of any food allergies.

SUPERVISION

Only adults (Aftercare staff and Aides) supervise children. If older students assist with this program, they do so only in assistance to and under and direct supervision of an adult.

A child will be released only to a parent or individual who has been authorized in writing by a parent to pick up the child. Exceptions will not be made unless the parent sends in written permission with the child when he/she comes to school in the morning.

Phone calls during the day requesting that a child be directed to go someplace after the Aftercare Program will not be honored unless it is documented that the caller is a parent. In any case, the child will not be released from the Aftercare Program without an authorized signature.

CLOTHING

Children have the opportunity to change out of their school clothes at the beginning of the Aftercare Program. If children do bring a change of clothes, each item should be labeled and appropriate for weather and outside activity. Sandals, open sneakers in the back and gumbo (plastic shoes) are not safe to be worn while running and playing on school grounds or field trips. Sneakers are highly recommended.

HOMEWORK

*It is the child's responsibility to have his/her assignments and books. Children may **NOT GO BACK** to their homeroom to get these items. Parents are **RESPONSIBLE** for checking their child's homework before the child returns to school the following day.*

***Note** – Kindergarten homework must be completed at home with the Parent or Guardian. Aftercare staff will provide work for Kindergarten during homework time.*

CHILD CARE TAX

The IRS requires that taxpayers maintain records substantiating their expenses, and identifying the name, address and taxpayer identification number (TIN) of the care provider. If the provider is an individual, the TIN is his or her Social Security number. If the provider is an organization the TIN is the Employer Identification Number (EIN). A TIN is not required if the care provider is a tax-exempt organization, such as church or a school. The taxpayer should write "TAX-EXEMPT" in the space where the tax form calls for the number.

If you have any questions, please do not hesitate to call me Shavonne Rhodes at 215-242-0414 – option 4.

Thank you

Shavonne Rhodes, Aftercare Director

**PLEASE READ CAREFULLY AND SIGN ALL
DOCUMENTS
PRINT PAGE 7 THROUGH 12
RETURN TO AFTERCARE**

**CUSTODY PAPERS OR
COURT ORDER DOCUMENTS ARE DUE WITH THE REGISTRATION FORM**

HOLY CROSS
AFTERCARE REGISTRATION FORM
2020-2021

Student's Full Name _____

Student's Full Name _____

Student's Full Name _____

Parent/Guardian's Name _____

Address:

_____ apt/#

_____ City State Zip Code

Day Time Phone () _____ Cell Phone() _____

Work Phone: () _____ E-Mail Address: _____

Birth Date: _____ Grade Completed: _____

_____ Grade Completed: _____

_____ Grade Completed: _____

Emergency Contact Information

Emergency Information: Please provide the names of two responsible persons who live and/or work in Philadelphia and may be called in case of an emergency. These persons

should be available to pick up your child in case of an emergency in the event that we are unable to reach you.

Full Name: _____

Relationship to Student: _____

Phone: () _____

Full Name: _____

Relationship to Student : _____

Phone: () _____

DAILY RELEASE: AUTHORIZED TO PICK UP YOUR CHILD:

Full Name: _____ Phone: _____

Full Name: _____ Phone: _____

Full Name: _____ Phone: _____

Please attach a photocopy of each person authorized to pick up your child.

HOLY CROSS AFTERCARE MEDICAL FORM

Student's Full Name: _____ AGE _____ D.O.B _____

Please complete the following immunization information for our records:

Month /Year	Immunization
	DTP(Diphtheria, Tetanus, Peruses)
	OPV(Polio Oral)/IPV(Polio Injected)
	HIB (Hermophilus Influenza)
	MMR(Measles, Mumps Rubella)

List any known condition, diseases, etc., which may limit or restrict the above person from participating in Aftercare activities.

Does your child have any severe allergies: Yes ___ No ___ If yes, please describe what they are allergic to and what type of treatment they must receive if they should have an allergic reaction?

Staff is not permitted to dispense medication.

What medicine is your child taking? _____ How often? _____

What is it for? _____

In the event of an emergency, if I cannot be contacted, you have my permission to treat my child.

Signature _____ Insurance Company: _____

Policy Number: _____

COPY THIS DOCUMENT IF REGISTERING MORE THAN ONE STUDENT

**HOLY CROSS CATHOLIC AFTERCARE PROGRAM AGREEMENT AND
CONTRACT-2020-2021**

I understand agree that:

I agree to pay a non-refundable \$40.00 registration fee. _____ Initials

I, or an authorized person, will sign my child out each day _____ Initials

I am responsible for the monthly payment _____ Initials

I agree to pay \$50.00 processing fee for any check that is returned by my bank for any reasons. If a check is returned, money orders will be required. _____ Initials

I agree that if my child remains at Holy Cross Aftercare program past the designated time (6:00pm) a fee of \$5.00 per minute will be charged for late pick-up. **I understand that I must pay the late fee upon picking up my child.** _____ Initials

My child is not allowed to come and go freely from the Aftercare program. _____ Initials

I agree that Holy Cross Aftercare Director will not credit or refund Aftercare fees for days missed due to illness or other reasons. _____ Initials

I must notify the Aftercare Director in writing of any daily departure, my child may have. _____ Initials

I must contact the Aftercare Director when my child will be absent, on vacation or scheduled days off. _____ Initials

If a medical emergency arises the Aftercare Director will first attempt to contact me if the emergency is such that immediate hospital or Emergency Care Facility. _____ Initials

I hereby give my permission for my child's picture to be used for promotional purposes including advertisement, brochures, or for the media about Holy Cross Aftercare Director. _____ Initials

I acknowledge that children can become injured at camp and on field trips. I hereby assume all risk of injuries to my child and hereby release and discharge Holy Cross Catholic School – An Independence Mission School, Holy Cross Aftercare Program, Summer Camp, School, Parish,

director, religious teachers, aides, employees, agents, administrators, and assigns, the Archdiocese of Philadelphia, and its priests, and any official representatives, from any and all claims, demands, causes of action, damages, liabilities, losses or expenses for any all personal injury, participation of the field trip, and further agree to hold the Archdiocese of Philadelphia, Aftercare program, Summer Camp, School and Parish, and the aforesaid persons harmless, releasing them from any all claims, demands, causes of action, damages, liabilities, losses or expenses, as agreed herein, except for medical demands, causes of action, damages, liabilities, losses or expenses, as agreed herein, except for medical payments up to \$300.00.

_____ **Initials**

HOLY CROSS AFTERCARE PROGRAM DISCIPLINARY POLICY

I understand that the Aftercare program is meant to be a fun, educational activity. It is important that children behave appropriately within the Aftercare. If it becomes necessary to take disciplinary action against a student, the steps that will be followed are outlined below.

1st incident: The student will receive a verbal warning and an explanation as to why The behavior is inappropriate (whenever possible, this will be done in a one-on-one setting, removing the student from other student's.

2nd incident: Staff will determine an appropriate consequence for the student's actions (example may include a "time out" or exclusion from participating in an activity). The student's parent will be notified of their behavior when they arrive to pick up the child.

3rd incident: The child will be excused from the aftercare program without a tuition refund.

The Aftercare Director of Holy Cross School reserves the right to bar any child from the aftercare program following a first incident in cases of serious behavior problems.

_____ **Initials**

Note: By initialing above, you acknowledge that you have read and agree to each item.

Release of Minors:

All students are released at the end of aftercare to their parent/guardian or one of the individuals listed on their form. **NO EXCEPTIONS!** The aftercare program will release the student to either parent/guardian listed on the application unless directed by a court to do otherwise.

I have read, initialed, understood and accepted all terms of the Holy Cross Aftercare program 2020-2021 agreement, contract and handbook. My signature below indicates that I agree to adhere to these standards as stated.

Parent or Guardian Name _____

Parent or Guardian responsible for monthly payment _____

Aftercare Director Signature: _____ Date
