

# *Aftercare Parent Handbook*

# **Saint Timothy Catholic School**

**Mrs. Elise Facciolo, Aftercare Director**

**Mr. Michael J. Pryor, Principal**

This school is accredited by the Virginia Catholic Education Association whose accreditation process has been approved by the Virginia Council for Private Education as authorized by the Virginia State Board of Education.

[www.sainttimothyschool.org](http://www.sainttimothyschool.org)

**Parent Handbook**  
**Saint Timothy Catholic School**  
**Aftercare Program**

**Philosophy**

The Saint Timothy Catholic School Aftercare Program will provide a safe, educational, fun child care environment for its students. Our goal is to plan developmentally appropriate activities that foster positive self-esteem, encourage respect for cultural diversity, develop social skills and enhance physical development. The daily activities will include craft projects, outdoor/indoor recreational activities, games and quiet time for homework or reading. The Program will also emphasize Christian values in all activities.

**Eligible Participants**

The Aftercare Program is a service offered to parents and open to all students currently enrolled at Saint Timothy Catholic School.

**Hours of Operation**

The Aftercare Program operates as follows:

Monday-Friday 3:15 PM to 6:00 PM

The Program is operational on the days that Saint Timothy School is open. If the school is having an early dismissal day, the Program will be open until 5:00 PM. If an early dismissal occurs before a holiday weekend, the Program may be closed. The Program does not operate during school vacations or holidays. If there is an early dismissal due to inclement weather, the Program will not operate. If Saint Timothy School is closed during inclement weather, the Aftercare Program will be closed. Please check the Saint Timothy School calendar for days that the Aftercare Program will be closed or will be closing at 5:00 PM.

**Tuition**

Tuition payments for all students will be billed through your FACTS account. Even if you pay your tuition in full, you must have a FACTS account as all Aftercare billing is done through FACTS.

**The rates for the 2021-2022 school year are as follows:**

K-8 full time student--\$350/month

Preschool full time student--\$400/month

Three or more full time K-8 students--\$800/month

**Part time/drop-in rates:**

K-8--\$30/day

Preschool--\$40/day

**Licensure**

The Aftercare Program has been licensed as an Afterschool Care Center by the Department of Social Services of the Commonwealth of Virginia. A copy of The Department of Social Services Commonwealth of Virginia Minimum

Standards for Licensed Child Day Centers is on file in the school office. To obtain your own copy, please call 703-934-1505.

## **Attendance Procedures**

Student attendance will be taken daily. The students will wait in the cafeteria for their parents. They may not wait outside. The child's parent/guardian must come into the cafeteria to pick up their child prior to the designated closing time of the Program. The parent/guardian will sign the attendance roster with his/her signature and the time.

The student will not be released to anyone whose name does not appear in his/her enrollment paperwork. If special arrangements have been made, you must notify the school either in writing, by email or by telephone of the person allowed to pick up your child. These persons will be required to show identification before the child will be released.

If either parent wishes to place restrictions on the other parent's rights to pick up a child, the Aftercare Program requires the enrolling parent to submit a copy of court orders or other legal documentation regarding child custody and/or visitation rights. The information must be on file with the school.

## **Emergency Procedures**

The Saint Timothy School Aftercare Program has written policies and procedures for dealing with emergencies. We will periodically schedule, carry out and document emergency drills. Evacuation plans will be posted in each classroom.

Emergency Care Forms are kept on file in the Director's office. In case of illness or injury, the forms are used to notify and advise you of the student's status. It is extremely important that the information is kept current. If any information should change, please notify the school office/Aftercare Director so that we can update our records.

**School Lockdown**-If the school is under an emergency lockdown, the students will remain indoors. All exterior doors will be locked. Students will not be released during a lockdown.

## **Natural Disaster Plan**

In case of a natural disaster (tornado, severe weather, etc.) the following procedures will be followed:

1. Teachers will move children to the first floor, interior hallway of the building in an orderly fashion.
2. Teachers will bring attendance record, emergency information for each child and a flashlight.
3. All children will stay in this location until notified by the Director.

## **Fire Evacuation Procedures**

The Director of the Aftercare Program will sound the alarm. Children will exit the building according to the room's evacuation plan. Children will meet on the side parking lot, near the Bus Barn. The Director will take attendance.

## **Playground Safety**

Children will be permitted to use the playground equipment, weather permitting. When using the equipment, the following safety procedures will be followed.

1. Children will be accompanied by at least one staff member.

2. Staff members will circulate the premises to ensure the safety of the children.
3. While out of the building, the staff member will carry a first aid kit.
4. Attendance will be taken by the staff member.
5. The children will walk to and from the equipment and will follow all safety rules while on the equipment.
6. The playground's resilient surface will be checked daily by a staff member. Any damage will be reported to the Principal for maintenance.

## **Medication**

Our primary concern when administering medication is the safety and health of every child. If a parent wishes a medication to be administered, the school **Permission to Administer Medication Form** must be completed. The MAT trained staff members will administer prescription medication under the following guidelines:

1. Medicine must be in the original container and must list the following information:
  - a. Child's name
  - b. Physician's name
  - c. Medicine name
  - d. Date of prescription
  - e. Dosage information
2. A Medication Authorization Form must be filled out completely.
3. All medicines must be left with the Director. The medicine will be locked, out of reach of children, in the Director's office.

If your child has an EpiPen, Benadryl or Inhaler for use for allergic/anaphylactic reactions, please supply medication to Aftercare to be locked up in case of emergency. Please download the Epinephrine, Inhaler/Medication Form.

Over the counter medicines must be accompanied by a physician's note with authorization to administer and follow the above guidelines.

## **Infection Control Policy**

If a child has been exposed to any communicable disease, the parent/guardian is asked to notify the Program immediately.

If a child shows any symptoms listed below, the parent/guardian will be called and asked to immediately pick up the child. If the child has any of the following symptoms, we ask that they be kept out of the Program until the symptoms are gone for 24 hours or with a physician's written authorization indicating that the child may return to school.

The symptoms include but are not limited to:

1. Fever of 100 degrees or higher
2. Pinkeye
3. Vomiting
4. Diarrhea

## **Health Records**

Each child's health records and immunization information must be on file in the school office prior to attendance at the Aftercare Program.

## **Staff Members**

The staff of the Saint Timothy School Aftercare Program are hired by the Aftercare Director. The staff is required to be of good moral character and reputation and be sensitive to the children entrusted to their care. Every staff member is required to be CPR Certified. Each staff member participates in a criminal background check according to the requirements of the State of Virginia Licensing procedures.

## **Communication**

Communication between parents, staff and students is essential and will ensure an enriching program for all participants. If there are any questions or concerns, please call the Aftercare room at (703) 378-1329 or email the Director at [efacciolo@sainttimothyschool.org](mailto:efacciolo@sainttimothyschool.org). In addition, parents are always welcome at the Saint Timothy School Aftercare Program. We encourage you to visit any time.

## **Food/Snack**

The Aftercare Program will provide a healthy snack and juice/water each afternoon that meets the U.S. Department of Agriculture nutritional standards. If you wish to provide a snack for your child, please ensure that it is properly sealed to prevent spoilage and that it is labeled with your child's name and date. No peanuts, please.

## **Daily Schedule**

### **Monday through Friday**

<b>3:15 to 3:30 PM</b>	Attendance, snack, restroom break
<b>3:30 to 4:30 PM</b>	Physical activity either outside or in the Gym during inclement weather
<b>4:30 to 5:30 PM</b>	Homework/games/crafts
<b>5:30 to 6:00 PM</b>	Playtime, games or toys. Sign-out when student is picked up.

Please note that this schedule is subject to change based upon weather, supplies and staffing requirements.

## **Electronics**

Cell phones and tablets are not permitted in Aftercare. If a special arrangement is made with the Director for a cell phone, the student will turn in their cell phone to the Aftercare teachers and will receive it back when their parent/guardian arrives to pick them up. Middle school students with laptops will only be permitted to use their laptop for homework.

## **Behavior Management**

The Saint Timothy School Aftercare Program will strive to provide an environment for the students to learn, explore and have fun. However, if a behavioral issue occurs, our philosophy is to help children learn human values, problem solving skills and take responsibility for their choices. The Program will use the following positive guidance techniques:

1. Redirection
2. Verbal intervention
3. Time away from the activity/group

If these techniques do not work effectively, we will request a parent/teacher conference to develop a specific plan.

## **Child Abuse**

Virginia law imposes upon school personnel the legal responsibility of reporting to local child protective services any incident of child abuse or neglect. School personnel who suspect the abuse or neglect of a student must report the matter directly to the school Principal (who will in turn notify the school Chancery) and then contact Child Protective Services.

## **Parent Late Policy**

The Saint Timothy School Aftercare Program closes at 6 PM daily and at 5:00 PM on noon dismissal days. Please be prompt when picking your child up from the Program. If you know you are going to be late due to traffic please call the direct line for Aftercare at 703-378-1329 to let the Director know (the school office will be closed so please do not call the school's main number). The Director will call the parent/guardian at 6 PM if their child has not been picked up. If the parents/guardians do not answer then the students' emergency contacts will be called. If a parent is consistently late (more than 3 times) they may need to find another option for after school care for their child.