

# *Aftercare Parent Handbook*

# **Saint Timothy Catholic School**

**Mr. Michael J. Pryor, Principal  
Mrs. Elise Facciolo, Aftercare Director**

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.

**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 Saint Timothy Catholic School Aftercare Program is a service offered to parents and open to all Kindergarten-8th grade students currently enrolled at Saint Timothy Catholic School.

**Hours of Operation**

The Saint Timothy Catholic School Aftercare Program operates as follows:

Monday-Friday: School Dismissal to 6:00 PM

Most Noon dismissal days: 12:00 to 5:00 PM

The Program is operational on the days that Saint Timothy Catholic School is open. Saint Timothy Catholic School Aftercare Program is open most noon dismissal days. Please check the Saint Timothy Catholic School calendar for days that the Aftercare Program will be closed or will be closing at 5:00 PM. 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 Fairfax County Public Schools SACC (their Aftercare) Program closes, then the Saint Timothy Catholic School Aftercare Program is closed.

**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 2023-2024 school year are as follows:

One full-time student-\$385/month

Three or more full-time students—\$890/month  
Drop-in rate—\$37/day

### **Licensure and Certification**

The Saint Timothy Catholic School Aftercare Program is certified by the Virginia Council for Private Education. Our Program will be inspected twice a year, requiring: teacher background checks, teacher to student ratios and safety procedures.

### **Attendance/Sign-Out Procedures**

Student attendance will be taken daily. The students will wait in the cafeteria for their parents. The child's parent/guardian must come into the cafeteria door 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 on 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 provide 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, Saint Timothy Aftercare Program requires the enrolling parent to submit a copy of court order 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 Catholic 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 Aftercare Director so that they can update our records.

School Lockdown-If the school is under an emergency lockdown, the students will remain inside. 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 students to the first floor, interior hallway of the building in an orderly fashion.
2. Teachers will bring a flashlight, attendance records, and emergency information for each child.
3. All students 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 in the side parking lot, near the Bus Barn. The Director will take attendance and teachers will contact parents/guardians

### **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 teacher.
2. Teachers will circulate the premises to ensure the safety of the children.
3. While out of the building, the teacher will carry a first aid kit.
4. Ratio and student count will always be known by teachers.
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 teacher. Any damage will be reported to the Principal for maintenance.

### **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

### **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 Saint Timothy Catholic School Aftercare Program 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 in a cabinet, 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 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.

### **Health Records**

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

### **Staff Members**

The staff of the Saint Timothy Catholic School Aftercare Program are hired by the Saint Timothy Catholic School Principal and Director of the Saint Timothy Catholic School Aftercare Program. 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 Virginia Council for Private Education..

### **Communication**

Communication between parents, teachers 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).

### **Food/Snack**

The Saint Timothy Catholic School 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.

### **Daily Schedule**

*Monday through Friday*

3:15 to 3:35 PM Attendance, snack, restroom break

3:35 to 4:45 PM Physical activity either outside or in the Gym during inclement weather

4:45 to 5:30 PM Quiet homework time in the art room/Crafts, games etc. in the cafeteria

5:30 to 6:00 PM Art project, playtime, games or toys. Sign-out when a child 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 Director and will receive it back when their parent/guardian arrives to pick them up.