

ST. PIUS X AFTER SCHOOL CARE

After School Care is offered from 3:00 – 5:30 p.m. to all St. Pius X students.

At dismissal, After School Care students are released to the gym where roll will be taken each day.

At 4:00 the students will go to the cafeteria and a small snack and drink will be given to the students. After snack, at 4:30, the Middle School Library will be open for the students to do their homework. The students may stay in the cafeteria to play games, work puzzles, and draw until 5:30.

After School Care will close promptly at 5:30 p.m. each day. Late fees will be applied (please see below). An authorized adult must sign out the student. If an adult is not listed on the paperwork, the student will not be released.

FEES ARE AS FOLLOWS (per student):

Registration: \$35.00 per family (non-refundable)

Part-time: \$55.00 every two weeks
(1 – 3 days a week per student) \$110.00 every four weeks

Full-time: \$75.00 every two weeks or
\$150.00 every four weeks

Drop in Fee: (must be approved in advance) \$15.00 per child, per day

Late Fees:

5:31 – 5:45 \$25.00 late pick up fee
5:46 – 6:00 \$75.00 late pick up fee
6:01 – 6:15 \$100.00 late pick up fee

If you wish to withdraw your child from After School Care, please notify the school office.

The After Care program is not available on the first or last day of school.

**ST. PIUS X AFTER SCHOOL CARE
REGISTRATION**

Name of Student	Grade/Teacher	Date of Birth
1. _____		
2. _____		
3. _____		

Please indicate the days your student will attend: **M T W T H F** Circle Payment: Bi-weekly or Monthly
3 DAYS

Home Address _____ Home Phone _____

Name – Mother _____ Work Phone _____

Name – Father _____ Work Phone _____

PEOPLE AUTHORIZED TO PICK UP STUDENT OTHER THAN PARENT:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Health Problems (Frequent colds, Allergies, etc.)

IF PARENTS CANNOT BE REACHED IN THE EVENT OF AN EMERGENCY,

CALL _____ PHONE _____

DOCTOR _____ PHONE _____

Parent(s)/Guardian agrees to punctually pay bi-weekly or monthly for each student enrolled in the program. Families that do not pay on time will be withdrawn from the After School Program until all charges are up-to-date.

Parent(s)/Guardian acknowledges that students will be admitted to the Program on a first come, first serve basis and that no refunds will be made for absences or dismissals.

PLEASE COMPLETE BOTH SIDES OF FORM

Parent(s)/Guardian agrees that they as Parent(s)/Guardian and the student will abide by and comply with the laws of the State of Oklahoma, all policies, rules, regulations and disciplinary procedures of St. Pius X which may be deemed necessary for the operation of the program or for the health, safety and welfare of the St. Pius X administrators, faculty or students. Parent(s)/Guardian understands and agrees that the student must have signed note from parent to be excused from attending the Program or leaving the Program early on any day for any reason whatsoever (ex. basketball practice, flag football, scouts, etc.)

UNDER NO CIRCUMSTANCES will the student be released to anyone not known to the School without authorization from Parent(s)/Guardian. **NOTE:** It is legal for either Parent(s)/Guardian to pick up a child unless we have a copy of a Court Order restricting visitation.

I hereby grant permission for the Director or person in charge to take whatever steps may be necessary to obtain emergency care. I give permission for any staff member of St. Pius X School or the above persons to be called in an emergency to consent to all emergency care needed to said minor(s) _____
_____ under the general or special supervision and upon the advice of a physician and surgeon licensed under the laws of the State of Oklahoma. This authorization is given pursuant to Title 10, Section 170 of Oklahoma Statutes. This authorization will remain in effect unless revoked in writing.

Signature of Parent or Guardian _____

Date _____

ST PIUS X SCHOOL
AFTER SCHOOL CARE POLICY 2018-2019
(918) 237-6087

After School Care is offered every day to all St Pius X students from 3:00 pm to 5:30 pm. At dismissal, After School Care students are released to go the gym where roll is taken. At 4:00 pm, the students go to the cafeteria where a snack and drink are provided.

At approximately 4:30 pm, or following snacks, the Library is opened so students may work on homework assignments and/or if they are finished with their homework, may stay in cafeteria to play games, work puzzles, draw, etc. until 5:30 pm.

After School Care will close promptly at 5:30 pm each day. Two staff members will remain on duty in the cafeteria with students until an authorized adult picks up the student. An authorized adult is any person designated on the paperwork you signed at the beginning of the school year. A student will not be released if the adult is not listed on the paperwork.

On days your child will not attend After Care, please email either Nikki Johnson, the Director, at aftercare@spxtulsa.org, or call the office at (918) 627-5367. If you wish to withdraw your child from After School Care, please notify the school office. We cannot accommodate drop-ins and we will not be open on the first or last day of school.

I have read the above After School Care Policy. Please sign and return to Nikki Johnson.

Parent Signature

Date

Printed Name

**ST. PIUS X ACTIVITY RELEASE FORM
EXTENDED CARE**

We are asking all parents with children participating in our after school program to complete the following form. This will help us release your child to an activity and locate your child quickly without the need to contact you. Your cooperation in this matter is greatly appreciated.

Child's Name _____

Grade _____

After School Activity:

PROGRAM _____

Days of the Week _____

Times (from) _____ (to) _____

PROGRAM _____

Days of the Week _____

Times (from) _____ (to) _____

PERSONS AUTHORIZED TO PICK UP YOUR CHILD FOR ACTIVITIES ON SCHOOL GROUNDS (SCOUTS, SPORT PRACTICES, ETC.). PLEASE GIVE NAME OF COACH, COACH'S SPOUSE, OR OTHER PARENT THAT AFTER CARE MAY RELEASE YOUR CHILD TO FOR A PRACTICE, ETC.

Please leave a phone number to contact you if an activity is cancelled _____

PARENT SIGNATURE _____ DATE _____

**St. Pius X After School Care Program
2018 - 2019
Handbook**

Nikki Johnson, Director
Mary Gore, Assistant Director
918-237-6087

PURPOSE

The purpose of the St. Pius X After School Care (SPXASC) Program is to meet the needs of working parents by providing quality after school supervision for their children, preschool through eighth grade. The SPXASC Program operates under the Mission Statement, rules and goals of St. Pius X School.

OBJECTIVE

The objective of SPXASC is to plan, promote and manage a successful after school care program using existing school and parish facilities to serve St. Pius X families who require care for their children from the time school is dismissed until 5:30 p.m. each school day.

ENROLLMENT

Any St. Pius X student, grades preschool through 8th grade may be enrolled in SPXASC.

A Registration Contract and an Emergency Care Form must be completed and the Registration Fee paid before your child(ren) will be admitted to the program. Any changes in enrollment are to be made in writing and submitted to the Director. Changes will become effective during the next billing cycle.

The SPXASC staff consists of adults and college school students with a desire to work with children. The Director oversees the entire program and reports to the St. Pius X principal. SPXASC maintains a ratio of 1 staff member for every 10 students, with the Director available.

HOURS OF OPERATION

SPXASC hours are from 3:00 – 5:30 p.m. SPXASC does not operate on days that St. Pius X School is not in session, including days when school is closed due to inclement weather.

All students must be picked up by 5:30 p.m. Late pick up fees apply as follows:

5:31 – 5:45	\$25.00 late pick up fee
5:46 – 6:00	\$75.00 late pick up fee
6:01 – 6:15	\$100.00 late pick up fee

Pick up time is determined by the clock in the St. Pius X office.

FEE SCHEDULE

Registration Fee	\$35.00
Per child, non refundable and due with Registration Contract	
Monthly Tuition	
One Child, Full Time (4 – 5 days)	\$150.00
One Child, Part Time (1-3 days)	110.00
Drop In Fee (must be approved in advance)	\$15.00
Per child, per day	

Late Pick Up Fee- See hours of operation.

Fees are non-refundable and are not pro-rated. Full monthly tuition rates apply, regardless of actual days attended.

Receipts are available upon request.

PAYMENT

Billing is done through FACTS Tuition.

RELEASE OF CHILDREN

Children will only be released from SPXASC to a parent, legal guardian or person authorized by a parent, as indicated on your Emergency Care Form on file with SPXASC.

To insure the safety of your child(ren), SPXASC staff are instructed to follow strict check-out protocol. As you sign out, your child will be called for. We do appreciate your cooperation with this security measure.

SECURITY AND SAFETY

All students must check in to SPXASC no later than 3:10. Students are to gather all items needed for home (backpack, homework, coats, etc.) during this time. **Once a child has checked in with a SPXASC staff member, he/she will not be allowed to return to their classroom or locker for forgotten items.**

After dismissal from class and items needed for home are gathered, students are to immediately check into SPXASC. Students are not allowed to go to the playground, go find a friend's parent or hang around outside for any reason.

Parents must sign students out from aftercare in the cafeteria.

DAILY ACTIVITIES

A snack will be served to the children by the SPXASC staff. Please inform us in writing of any special dietary restrictions, allergies, and/or needs.

As with everything, it is impossible to make everyone happy with our snack selection for the day. Your child is always welcome to bring his/her own snack.

We will go outside everyday, unless there is inclement weather, including extreme temperatures, rain, snow or a severe storm warning.

HOMEWORK

Homework is given priority at SPXASC, but is based on the honor system. It is up to the child to inform us if they have any homework and when they have completed it. We provide a structured, classroom environment for individual work. Children are responsible for bringing all required books and supplies needed to complete their homework.

RULES AND DISCIPLINE

Although during after school care, we are not confined to the schedule of the school day, the following rules are to be followed by each student. These rules are intended to keep order, respect school and church property, respect each other and provide an environment that is conducive to the needs of all students.

General Rules

1. At no time will any form of physical or emotional bullying be tolerated. If it is determined that a student has participated in any form of bullying, he/she will be suspended from after care for a minimum of two (2) school days.
2. Students are not to run anywhere in the building except the gym.

3. Students are expected to treat staff, other students, and church and school property with respect at all times.
4. No student is allowed to walk to or from the playground without supervision.
5. Students must be checked in to the Gym by 3:10. Students are not allowed to mark themselves on the Check-In Sheet. If participating in Academic Bowl Practice, Mathcounts, Scouts, etc., students are expected to check in to SPXASC before going to activity.
6. Students are not allowed to return to their locker or classrooms while in after school care.
7. Shoes must be worn at all times.
8. Use of the SPXASC telephone is restricted to urgent matters only. Students are not allowed in the SPXASC office unless they are injured, ill, or invited.
9. While in SPXASC areas, i.e., cafeteria, gym, library, playground, rules applicable to that area are to be followed.

Cafeteria

General serving and table manners are expected during snack time.

1. No running and/or chasing.
2. The tables are not to be moved by students.
3. All snack trash is to be thrown away before leaving the cafeteria. Students are responsible for their own mess.
4. No yelling.
5. No sitting, laying or standing on top of tables. No standing on table benches.
6. Any toys intended for outside may not be played with in the cafeteria (planes, frisbees, balls, etc.)

Gym

1. Footballs, frisbees, soccer balls and tennis balls are never allowed in the gym during after school care.
2. Basketballs are not to be kicked. They are to be used for intended purpose only, using caution to avoid injury of those playing another game nearby.
3. The stage is off limits.

4. Aftercare students are not allowed to use the PE equipment.

Library

1. NO FOOD OR DRINK ANYWHERE BUT THE CAFETERIA
2. The teacher's desk and all contents are off limits.
3. Use of the library is intended for homework, group study, tutoring and reading.
4. Talking is to be kept at a whisper.
6. Chairs are to be used for their intended purpose only.
7. Absolutely no rough-housing.

*Serious infractions are cause for suspension from SPXASC and notification of the Principal. Serious infractions include, but are not limited to, the following:

1. physical or emotional bullying
2. physical fighting
3. name-calling
4. general disrespect
5. defacing of school or church property
6. defacing of other students' property
7. inappropriate language
8. offensive behavior