

St. Patrick School

Morning Care

After School Care Programs

2018-2019



St. Patrick School
3320 Harding Avenue
Honolulu, Hawaii 96816

Telephone Numbers

School	734-8979 ex 221
MC/ASC	734-8979 ex 286
Fax	732-2851

School Business Hours
7:00 am to 3:30 pm

MC/ASC Hours

M-TU-TH-FR	6:30am to 7:30am 2:30pm to 5:30pm
WED	1:00pm to 5:30 pm

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Parent Cooperation and Support Statement

The mission of Catholic education in the Roman Catholic Diocese of Honolulu is to form children who are nourished spiritually, intellectually, and liturgically to share the presence of Christ in the world. Our Catholic educational institutions are obligated by our faith to shape our youth by immersing students in curriculum and experiences rooted in Catholic teaching and doctrine with emphasis on morality and Christian character building. This formation paired with 21st Century academics and teaching methods are critical for success at any Catholic educational institution in Hawaii. Each family has choices in the education and faith formation of their children. We expect all families who have chosen to enroll their children to share fully in the light of Christ and to cooperate and support the mission and activities of Catholic School education in the Diocese of Honolulu. (HCSD, 8/2018)

Philosophy Statement

St. Patrick School provides a quality Catholic education that has as its foundation the Eucharistic Spirituality of the Congregation of the Sacred Hearts. Learners are inspired to model the Hearts of Jesus and Mary through compassion and forgiveness. Learners acquire values, ethics and morals that influence their life decisions and their responsibilities to family, community and the world. Learners are challenged to collaborate in creating a better world through service for the common good.

St. Patrick School believes all children can learn, succeed, and discover their own special talents. Teachers create a positive learning environment through programs and extra-curricular activities that foster life skills in leadership, critical thinking, creativity, collaboration and communication.

St. Patrick School promotes partnerships with parents and the extended family, with the Saint Patrick Parish and with the wider local and world communities. These partnerships strengthen communication and opportunities for learners that extend beyond the classroom experience.

School motto: *Servire bono communi* "to serve the common good"

Code of Conduct: Care, Cooperation, and Courtesy

Colors: Forest Green and White Mascot: Thunderbolt s

Mission

The Mission of St. Patrick School is to educate children to witness in word and action the Eucharistic spirituality of the Congregation of the Sacred Hearts of Jesus and Mary. St. Patrick School inspires children to imitate Jesus and Mary by developing hearts of compassion and forgiveness. The School challenges children to better the world through collaborative efforts that serve the common good.

OPERATIONAL POLICIES

1. LICENSING: St. Patrick School 's Morning Care Program is licensed by the Department of Human Services for no more than 40 children ages over four (4) years eight (8) months or 4.75 and under 14 years old. The After School program is licensed for no more than 120 children. St. Patrick School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association. (WCEA).

2. HOURS: The Morning Care/After School Program is open during the regular school year. The hours are as follows:

Morning Care 6:30 am to 7:30 am

After School Care 2:30 pm to 5:30 pm

Early Dismissal 1:00 pm to 5:30 pm (Every Wednesday)

3. TUITION: Morning and/or After School tuition is charged from August to May of each. The tuition is on a 10-month cycle. There are no tuition refunds or deductions for absences, holidays or vacations. Tuition must be paid before entry into the program.

Tuition is paid to the School Office. A Day Rate of \$35.00 is charged regardless of the time a student is picked up. A per-day-rate of \$15.00 is charged for Morning Care only. Payment is made in advance. The tuition rates for Morning Care/After School Program are as follows:

PAYMENT PLANS AN SCHEDULE

***Based on a 10-Month School Year**

	MC	ASC	BOTH
Monthly Rate	\$45.00	\$160.00	\$185.00

Payments due on the

First Working Day of Each Month.

4. DAY RATE/DROP-OFF: The Day Rate/Drop-off fee is \$35.00 each day for an individual child. An After School Registration form must be completed before any student is admitted into the program.

5. WITHDRAWAL: Parents must submit **a written notice** to withdraw a child from ASC. Parents will be billed for the month while a child is still registered in the program. A refund for early withdrawals are as follows: 75% through the 1st of the month and 50% through the 10th of the month.

A child may be asked to withdraw from the ASC program if the ASC Supervisor and the Vic-President of School deem the program inappropriate to meet the needs of the child.

6. ACCEPTANCE: All applications to the Morning Care/After School Program are accepted on a first-come, first-serve basis. A waiting list is maintained after the first 120 children are accepted. This list is used in the order the applications are received. Parents are notified when space is available. **Students must apply each year.** Parents are notified when applications are available. A child may be asked to withdraw from the After School Program if the ASC Supervisor and the Parish Director of Education deem the program inappropriate to meet the needs of the child. A letter to withdraw a child from Morning Care/After School Program is required and filed in the School Office.

7. ATTENDANCE/ABSENCES: Students enrolled in the Morning Care/After School Program is expected to be in attendance according to the program the child is registered. If your child will not be attending Morning Care/After School Program because of scheduled appointments, vacations, or other planned absences, please notify the Morning Care/After School Supervisor in advance. If your child is in the After School Program and you call the school to report the illness or early pick up of your child from school, please request the school office to put a notice of the child's absence in the After School Program mailbox. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the program as intended, the After School Supervisor will contact the parents. If the parents cannot be reached, the ASC Supervisor will contact the child's emergency persons.

8. CHANGES OF PROGRAM: A Change of Program may be made once during the school year. There will be a service fee for any additional change thereafter.

9. RELEASE OF CHILDREN: Children will arrive at and leave the After School program according to the schedule written by parents on the registration form. **Children will be allowed to leave with persons other than the parent only if written permission has been given to the ASC Supervisor.** If a one-time exception is made to this schedule,

parents must provide the supervisor with a written statement indicating who, when and time child will be picked up prior to this date.

10. REQUIRED ATTIRE: A student is required to wear the School uniform or PE uniform for After School Care. Parents will be notified to exceptions of this rule if it occurs.

11. PERSONAL BELONGINGS: Students attending the After School Program are not allowed to bring toys and money to the afternoon program without the expressed permission of the ASC Supervisor. Students are expected to have book bags with the necessary books and supplies to complete homework and other assignments.

12. LOST AND FOUND: All uniform clothing, jackets, sweaters and book bags should be clearly marked with the child's name. The After School Program cannot accept responsibility for lost or stolen items.

13. DROP-OFF AND PICK-UP: Drop-off for Morning Care is in front of the cafeteria entrance facing the church parking lot. Students in kindergarten are escorted to the cafeteria after school by the ASC leader/aide. Students in grades 1-7 walk to the cafeteria. Roll-call is taken by the ASC staff before the students are allowed to enter the cafeteria. Pick-up for After School Program is from the cafeteria. Parents are to park their car in the marked stalls and walk in to sign-out their child.

There is a late pick-up charge after 5:30 p.m. of \$5.00 for every 5 minutes or fraction thereof. Late charges are paid immediately upon pick-up.

14. NOTICES AND MESSAGES: Notices, messages, and the schedule of activities are posted on the After School Care (ASC) bulletin board. Parents should check this bulletin board daily. Messages to students will be delivered only in the case of emergency. Parents should call the ASC program office after 3:30 p.m. at @ 734-8979 ext. 286.

15. HOMEWORK: The program schedules one hour of study hall for homework each day. The ASC staff supervises students, but is not responsible for students completing all their homework during this time. The staff makes every effort to assist students during this time, but are not responsible for tutoring students.

16. TRANSPORTATION: Ordinarily the ASC program does not go on excursions so not transportation is necessary.

17. SNACKS: Students are asked to bring an afternoon snack.

18. EMERGENCY AND CONSENT: Emergency and Consent information is to be completed before attendance. The names, addresses and phone numbers for emergency calls are on this form. The names and relationships of authorized persons who may pick up the student are also listed. No student will be released to anyone not on the list.

Parents should call the School or After School offices if there are any changes. Permanent changes must be made in writing.

19. ILLNESS: A child should not be sent to the Morning Care/After School Program if he/she shows signs of fever over 100 degrees, sore throat, runny nose, rash, diarrhea, or headache. When in doubt, please keep the child at home. If a child becomes ill during the Morning Care/After School program, the MC/ASC supervisor will contact the family member listed on the Emergency Information form to pick up the student.

In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to the nearest local hospital by ambulance or emergency vehicle for treatment and the parents will be called as soon as possible.

In order to minimize the spread of infectious disease, all staff shall wash their hands upon arrival at the program, before preparing snacks, and after leaving the bathroom. Children shall be required to wash their hands after leaving the bathroom and before eating lunch or snacks.

20. MEDICATION: An authorization form must be signed by the parent before Morning Care/After School Program personnel will dispense any medication. Only prescription medication will be dispensed for up to 8 consecutive school days per medication. Medication must be in the original container with the child's name, doctor's name, name of medication, instruction for administering and current issue date.

21. HEALTH AND SAFETY POLICY: If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the ASC Supervisor knows what to do if a problem should occur during After School hours. If a child has any one of the following conditions, parents will be notified to pick up the child immediately: **Contagious Disease, Fever over 100F, Vomiting or Diarrhea, Accident Requiring Medical Attention.**

22. EMERGENCY STATEMENT: If a student requires emergency medical treatment, the student's parents and doctor will be called. The student will be taken by the Program Supervisor or the Parish Director of Education by car (or ambulance, if necessary) to the nearest medical treatment facility. The school designates Kapi'olani Children's Hospital and The Queen's Medical Center as the nearest medical facilities to provide emergency care. If the student's doctor cannot be reached, the ASC will contact its own health consultant.

23. NONDISCLOSURE OF INFORMATION: No information regarding a child, the parents or guardians will be released to anyone outside the staff without the written authorization of the parent and/or guardians.

24. LIABILITY INSURANCE: St. Patrick School and the After School Program are covered by liability insurance.

25. FUNDRAISING: St. Patrick After School Program alone does not have any fundraising activities.

26. SPECIAL NEEDS: A child with special needs will be considered on an individual basis after consultation and discussion with parents, the child's physician, the After School Supervisor and the Vice-President of School.

It is our program's policy to operate within our State and Federal law to follow the American Disability Act (ADA) and accept children with disabilities within reasonable boundaries by considering whether the acceptance would result in undue hardship to the St. Patrick School After School Program and Staff.

27. VISITORS AND OBSERVATIONS: Parents and community members who are screened by the ASC Supervisor and Vice-President of School (VPS) are welcome to observe at the After School Program. For liability and supervision reasons, it is not possible for children who visit the program to take part in activities.

28. DISCIPLINE AND DISCHARGE: Children are entitled to a pleasant and harmonious environment at the After School Program. The ASC program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and After School program time. If a child cannot adjust to the program setting and behave appropriately, the child may be discharged.

Reasonable efforts will be made to assist children to adjust to the After School Program setting. Disruptive behavior will be dealt with in the following manner:

1. The misbehaving child will be given a five minute time-out, in order for him/her to cool off and think about his/her actions.
2. A second misbehavior will result in a 10 minute time-out and an incident report will be written by the ASC Supervisor. A copy of the report is given to the parent or guardian to read and sign. The original report will be on file in the school office.
3. A third misbehavior-related incident will result in the child being sent to the Parish Director of Education's office with a conduct referral form.
4. After meeting with the Vice-President of School the child receives another behavior-related incident report, the child will be suspended and the parents will be called immediately. During the first week of the suspension, the parents, ASC Supervisor and VPS will meet in a conference in order to determine the conditions for reinstatement. Parents will be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the ASC program or is discharged from the ASC. Tuition and refund policies shall be as outlined in section #4.

5. A child may be discharged for non-payment of fees as outlined in section #3-Tuition.
6. Corporal punishment, verbal abuse, punishment which is humiliating, frightening, threatening or derogatory towards or about the child or his/her family are **never permitted** at any time by the After School Program staff.

29. **CONDUCT:** Students are expected to conduct themselves in a caring Christian manner.

1. Chewing gum is **not** permitted.
2. **Written permission** from a parent or guardian must be given to the ASC Supervisor in order to leave the school grounds during the program.
3. Disrespect, profanity, obscene and vulgar language is not tolerated.
4. Threats, physical abuse, teasing, bullying and destruction of property are causes for disciplinary action.
5. Students bring weapons of any sort are immediately expelled from the program and no refunds are considered. Refer to #28 (Discipline and Discharge)

30. **PROGRAM RULES:** All students in the program are expected to:

1. Respond to the Quiet Signal.
2. Listen when the Group Leader is speaking.
3. Respect Group Leaders as well as fellow students.
4. Clean up and keep areas neat, clear, and clean.
5. Keep personal items in the appropriate place.
6. Line up by grade levels quickly and quietly.

During homework study time, students are to:

1. Use soft "indoor" voices.
2. Remain on benches during study time. No wandering or running around.
3. Work on homework during the **ONE HOUR** of study time. Any work not completed during this time should be finished at home.

4. Bring own pencils, writing materials, notebooks, paper and school books. Also, bring a book to read.
5. Read a book or play quiet table games and activities when homework is finished.

During Outdoor play, students are to:

1. Play fair and share the equipment. Return the equipment to its proper place in the ASC office.
2. Follow the directions of the Group Leader.

31. AFTER SCHOOL CARE SCHEDULES: The ASC Program schedule is divided into Study time, Snack time, Outdoor Play Time and various indoor and outdoor activities. The weekly schedule is posted on the ASC Program Bulletin Board in the Cafeteria.

32. CHANGES IN SERVICE: Notification of any change in service shall be made no later than thirty (30) days after the date of the change. Notification will be on Alma or announced through Blackboard Connect.

33. CELL PHONES: Students are allowed to bring cell phones to school. However, cell phones are strictly prohibited during school hours. Cell phones are to remain in backpacks or in student lockers for the *entire day beginning at 7:45am and ending at 2:30pm*. Students who attend the After School Care program are also required to keep cell phones in their backpacks.

Students are not allowed to use cell phones at any time during the day. If students need to call home, the call must be made from the school office.

Any cell phone seen out of lockers or backpacks during the regular school hours or during the After School Care program will be confiscated, brought to the Office and kept for TWO (2) WEEKS.

Parents are asked to review the above policy with their child. Parents should make sure their child understands the consequences of using a cell phone during the school day and/or during After School Care. Parents should reassure their child that phone calls may be made at the School Office or the After School Care Office.

DISASTER PLAN FOR EMERGENCIES

St. Patrick After School Program follows the same Crisis Management Policy and Disaster/Emergency Plan as outlined in the St. Patrick School Student/Parent Handbook.

St. Patrick After School Program is equipped with fire extinguishers and First-Aid Kit.

In the event of fire, flood or natural disaster, the following procedures will be taken:

FIRE DRILLS: Drills are held the first working day of each month. Children will leave their respective areas in an orderly fashion to the designated areas on the playground. If our facilities were to be damaged by fire and not habitable, we will care for the children and call for parents to pick up their children as soon as possible.

TSUNAMI WARNING: The school is not in a tsunami inundation zone, so we do not anticipate an evacuation. The following procedures have been adopted in the event of a **Tsunami Warning:**

If a **warning** is issued during school hours, we will feed and take care of the children until parents can safely pick them up. You need not leave work or rush to pick up your children. It is recommended you remain in a safe area until the “all clear” is announced and avoid contributing to unnecessary traffic on roads and highways.

If a **warning** is issued before school opens, please keep your children at home.

School will be closed.

HURRICANE/TROPICAL STORM/FLOODING

The school is not in a flood inundation zone, so evacuation is not the normal procedure. However, if evacuation does become necessary, the nearest designated area is Kaimuki District Park, located approximately two blocks east of St. Patrick School.

Hurricane or Tropical Storm **Watches** are issued by the National Weather Service 36 hours prior to the arrival of a storm. Hurricane or Tropical Storm **Warnings** are issued when one of these storms could affect Oahu in 24 hours or less. When a **Watch** is issued, we will monitor the storm and make a decision to close the school before the issuance of a warning.

Morning Care Schedule

Mondays through Fridays

<p>6:30 a.m. to 7:30 a.m.</p>	<p>Breakfast Service Available or Bring Your Own</p>
<p>6:30 a.m. to 7:30 a.m.</p>	<p>Eating breakfast, free-play, puzzles, games, coloring, drawing, talk-story, reading, etc.</p>
<p>7:30 a.m. To 7:45 a.m.</p>	<p>Students accompanied to class; or dismissed in front of flag pole area</p>

After School Care Schedule

TIME	GRADES K-1	GRADES 2-3	GRADES 4-7
2:30 pm	<ul style="list-style-type: none"> ➤ All children check-in with Group Leader in Cafeteria ➤ No changing into “play clothes” (see note below) ➤ Children are asked to bring an after school snack. ➤ Snack and restroom break 		
3:00 pm	HOMEWORK	HOMEWORK	Outside Play Grs. 4-7 Restroom Break
3:45 pm	Outside Play Grs. K-1 Restroom Break	Outside Play Grs. 2-3 Restroom Break	HOMEWORK
4:45 pm	Indoor Activities Snack, games, puzzles, art, crafts, reading quietly	Indoor Activities Snack, games, puzzles, art, crafts, reading quietly	Continue HOMEWORK or Indoor Activity
5:30 pm	Closing	Closing	Closing

Reminders:

- On Wednesdays, students have free-play from 1:30 to 2:15 pm. Check-in and snack time begin at 1:00 pm.
- There is a late pick-up charge after 5:30 pm of \$5.00 for every 5 minutes or fraction thereof. Late charges will either be paid immediately up pick-up or billed to the student’s account with the Business Office.
- The Day-Rate for ASC is \$35.00. The form with contact and emergency information must be on file with the office and ASC program. Prior arrangements required with the school office.
- If you know that you will be late in picking up your child, call the ASC office at 734-8979 ext. 286.



*To the Sacred Hearts of Jesus and Mary,
Honor and Glory!*

