

Saint Raphael School
AFTERSCHOOL PROGRAM HANDBOOK
2018-2019



1100 Fifth Avenue
San Rafael, California
415-454-4455
415-454-5927(fax)

Afterschool Program Schedule

Regular Dismissal:

2:00 pm- Kindergarten sign in

2:05 pm- Circle time

2:15 pm- . Snack

2:30 pm-Creation time... Art, puzzles, games, legos...

3:00 pm-1st-8th Sign in

3:05 pm- Sports/Active games (Gym or outdoors)

3:15pm- Creation time... Art, puzzle games, legos

3:45 pm- Snack

4:00 pm- Free choice/ Homework Club

6:00 pm- ASP Closed

Saint Raphael School Afterschool Program

Hours of Operation:

7:15am- 7:55am (No Charge!)

2:00pm-6:00pm or 12:15 pm-6:00 pm (see rates below)

Location: Rossi and Kennedy Rooms

Phone: (415) 454-4455 Ext. 205

Email: leavitt@straphaelschool.com

Fees

School Year 2018/2019 Afterschool Program registration fee \$50.00 is due by August 31, 2018

A calendar will be distributed with billing, please fill out your child's expected attendance, or you will be charged the hourly drop in rate of \$10.00 for the month.

1st Child: \$8.00 per hour

* 1st Child: Student that is checked in for the longer period of time (Usually applies to the youngest sibling).

2nd Child \$6.00 per hour

*2nd Child: Student rarely stays at Extended Care

3rd child **Free!**

Drop in without calendar.

\$10.00 per hour/child

Unlimited Care

Prepay by the **10th of every month** for the amount of **\$275.00** for the 1st Child and **\$175.00** for 2nd Child.

If Prepay payments are not received by the 10th of every month the Hourly Rate will apply.

\$5.00 per minute charge will apply after 6:00pm!

Enrichment programs are an additional fee.

Saint Raphael School Afterschool Program Handbook

The Afterschool Program Handbook serves as a guide for parents and students. This handbook is a supplement to and operates with the Saint Raphael School Family Handbook.

Philosophy

After your children finish the day at school, we are happy to provide a safe and supportive environment at the Afterschool Program (ASP). We understand that each student has individual needs and our program allows families to customize their after-school schedule to best fit the needs of their student.

Afterschool Program Hours:

7:15 -7:55 am

1:00-6:00 pm

Exceptions to the regular hours

Minimum Day: 12:15-6pm

Fees/Billing

The **2018/2019 School Year Afterschool Program registration Fee of \$50.00 per child is due by August 24, 2018.** This fee will be used to buy snacks, drinks, and supplies for the children to use at ASP

Parents will receive an Afterschool Program billing statement once a month. This statement will be sent home on the 2nd Tuesday of every month. Payments are due by the 28th of the month. Questions regarding the statement should be directed to the Director of ASP. The principal and the Director of Afterschool have the right to refuse use of the program if payments are not received within 60 days. If you have extenuating circumstance, please contact the Director of Afterschool to arrange a payment schedule. Please see **Hours & Fees for more information.**

Authorized Pick up

Every student enrolled in Saint Raphael Afterschool Program will be released **ONLY** to his or her parents/guardian or to an individual who has been authorized in writing by the parent to pick up the child. **Exceptions Will Never Be Made.** The person authorized to pick up the child from ASP **Must** sign the child out on the sign out sheet. Children are not allowed to sign themselves out.

Unsupervised Students found 15 minutes after dismissal on school grounds will be placed in the Afterschool Program and parents will be charged accordingly.

If parents are performing **volunteer hours** their children must remain with them. If the parent/guardian chooses to use ASP, they will be charged accordingly. If a parent is off campus, even if performing volunteer work, the student must sign in and will be charged for the time they attended ASP. During **conferences** students who are on campus must be with their parent/guardian.

Afterschool Program Policy on School Phone and Cell Phones

ASP encourages students to not use the school phones. Please make pick-up and play date arrangements in advance. ASP will follow the school's cell phone policy.

Policy on Toys & Clothing

Children may bring their sports uniforms, to change into during Extended Care. Other free dress may not be brought to school to wear during ASP. Toys are **NOT** allowed at ASP. ASP is not responsible for lost, stolen or damaged items, so it is important that you do not allow your child to bring toys to school.

Expectations

All standards of parent and student conduct expressed in the School Parent/Student Handbook apply to the Afterschool program.

Homework

If parents want their children to complete all or a portion of their homework during Homework Club this must be communicated to the director by signing the **Homework Club Request Form**. We will remind these students, however, doing homework remains the child's responsibility. ASP is **not** responsible for having all the homework completed. Students will complete as much as possible during homework club.

ASP activities include crafts, outside play, indoor games, books, and art projects. Additional after school programs are a separate charge. Parents are encouraged to contact the director if they wish to donate supplies or snack to the program.

Discipline Code

All codes of conduct and appropriate forms of behavior outlined in the Saint Raphael School Parent/Student Handbook are expected from all participants. If a child violates these standards, the director will first take action by discussing the problem with the child. If the child continues making poor choices and are not willing to improve the behavior, parents will receive a written note or phone call. If results are not satisfactory, a parent conference would be scheduled with the director and principal. A student who consistently fails to correct unacceptable behavior after such a conference may be refused access to the program by the director and principal.

RIGHT TO AMEND

The school principal and/or Director of Afterschool may amend the policies and guidelines of the Saint Raphael School Afterschool Programs Handbook. Parents will be promptly notified in writing if changes are made.

ASP Homework Club Request Form

2018/2019

As part of ASP schedule students have the option of 30 minutes working on homework or reading. However if you would like them to stay longer in Homework club, we cannot force or expect your child to complete his/her homework in ASP. Please communicate to your child that is important to respect your decision, and that ASP will contact you if necessary. ASP is **not** responsible for having all the homework completed. Students will complete as much as possible during homework time.



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ASP Homework Club Form 2018/2019



By signing this form I am giving my child _____ permission to work 30 minutes on homework.

Signature of parent/legal guardian _____ Date _____

Please return this form to the school office

PARENT-STUDENT ASP HANDBOOK ACKNOWLEDGEMENT FORM

2018-2019

My child(ren) and I have read and understood the contents of this handbook We agree to comply with all regulations, procedures, and policies as explained in this document.

Child's name _____ Grade _____

Child's signature _____

Child's name _____ Grade _____

Child's signature _____

Child's name _____ Grade _____

Child's signature _____

Parent 1 _____ signature _____

Parent 2 _____ signature _____

Date signed _____

School year 2018/2019 Afterschool Program Registration Fee \$50.00 _____ cash _____ check

Please make checks payable to Saint Raphael School ASP