



## Guidelines for After School Care

1. **Statement of Purpose:** The After School Care Program is an extension of St. Charles Parish School and is designed to provide supervision for students enrolled at St. Charles Parish School in grades 3K-6th after regular school hours.
2. **Description**
  - The After School Care program will be operated out of the Parish Hall. Weather permitting, the Tot Lot Playground area will be available for use.
  - The After School Care program will be held on all full school days only from 3:25pm-5:30pm.
  - An after-school snack will be provided. Students will need to bring their own water bottle.
  - Students will have a mixture of play, quiet activities, and opportunities to work on school work.
3. **Staffing**
  - After School Care Coordinator
  - After School Care Assistant
    - 10:1 student-to-staff ratio
4. **Billing**
  - Payments can be made by cash or check and made payable to St. Charles Parish and School
  - Payments are due every two weeks.
  - A \$15 late fee will be assessed for any late payments.
  - A \$15 fee will be assessed for any returned checks.
  - Billing cycle is based on set weekly schedule
5. **Pick-up**
  - Parents and authorized representatives must sign their child(ren) out when picking up each day of attendance.
  - Location of pick-up depends on the time you pick up your child(ren) - Parish Hall or outside play area
6. **Registration**
  - A \$25 registration fee (per family) must accompany the completed [registration form](#) (non-refundable).
7. **Enrollment**
  - Currently-enrolled students in 3K-6th Grade are eligible for the after school care program.
  - Enrollment is capped at 20 students per day.
  - Enrollment is based on a first come - first served basis.
  - Re-enrollment is offered to current families first, then siblings, and then new families.
8. **Schedule/Attendance**
  - After School Care is offered on regular days of school only from 3:25pm-5:30pm
  - Schedules are set via the [registration form](#)
  - Any changes to your child(ren)'s schedule must be submitted in writing/email two weeks in advance
  - No drop-in service available
9. **Behavior**
  - As an extension of the school, behavior expectations are the same as the school

- We Choose Christ is our motto and will be used to redirect students, as well as when discussing behavioral situations with students
- Continued behavior issues will be addressed and discussed with parents by the After School Care Coordinator/Principal

10. Communication

- Email - [afterschoolcare@stcharleshartland.org](mailto:afterschoolcare@stcharleshartland.org)
- Phone #: 262-328-4998

11. Emergency Calls

- Please call the After School Care number (262-328-4998) if you are running late for your scheduled pick-up time and/or if someone other than one of the authorized person(s) is picking up your child.