

# ST. JUDE AFTERCARE PROGRAM GUIDELINES

Director: Renee Gregor  
5375 McFarland Road  
Indianapolis, IN 46227  
317- 358-9093 (Aftercare cell)  
Email: aftercare@sjsindy.org

Dear Parents,

Welcome to the St. Jude Aftercare Program! We look forward to working with your child/children and you during this school year.

The attached guidelines provide information about our program. It discusses the program in detail including **cost of the program, late payment information, electronic/toy use in aftercare, pick up procedure, and the discipline plan.** We would appreciate you acknowledging the receipt of these guidelines by signing and returning to school the form below with your first aftercare payment.

If you have any questions regarding the program, please feel free to contact me at any time.

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PLEASE RETURN TO THE AFTER CARE PROGRAM

I/We have read the above handbook and discipline policy for the St. Jude Aftercare Program and follow the guidelines as described.

Family/Child's Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent(s) Name(s): \_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

St. Jude School is providing a consistent and quality childcare from 3:15pm to 5:45pm on all days that school is in session according to the approved school calendar with the following exceptions- early release days, day before fall break, day before Christmas break, day before Spring break, Good Friday, and the last day of the school year. Please refer to the monthly school calendar and weekly newsletter for changes in schedules. IN CASE OF AN EMERGENCY SCHOOL CLOSING, (WEATHER ETC...) THE AFTER SCHOOL PROGRAM WILL NOT BE OPEN.

## REGISTRATION

Parents interested in enrolling their child in the program must complete all registration information. Parents must agree to keep information on the registration forms updated as necessary throughout the year. Parents using this program on an occasional basis are still required to complete a registration form. Last minute registration can only be made in an emergency situation by calling the school office. A \$15.00 registration fee **per family** will be assessed the first day your child/children attends aftercare. It will be included on your first bill. If this fee is not paid, your child will not be able to attend the St. Jude Aftercare Program.

## CONTACTING THE AFTERCARE STAFF

St. Jude Aftercare Program staff is available at the following phone number: **317-358-9093**. Please use this phone number to call or text for pickup of your child/children from aftercare when you arrive in the parking lot. A staff member will escort your child/children out door #15 to your car.

## PAYMENT PROCEDURE

Payment for students attending the program will be made by check payable to St. Jude Afterschool Program. Fees will be as follows:

1 child	\$9.00 per day or \$45.00 per week
2 children	\$11.00 per day or \$55.00 per week
3 or more children	\$12.00 per day or \$60.00 per week

Payment is to be MADE BY CHECK and sent to the school office in an envelope marked as follows:

*Student's Name, Afterschool Care Program, Date*

Payments can be accepted by the Afterschool Care Staff and will be turned into the school office. Individual accounts will be updated on a weekly basis and will be e-mailed to the parents/guardians of each student. Late notices will be sent via e-mail or with the students if necessary. Families who receive more than 5 (five) late notices per semester may be required to pay the applicable aftercare fees in advance of their child/children attending aftercare. *If you become more than 30 days past due with your aftercare payments, we reserve the right to refuse your child in aftercare and other arrangements will need to be made for your child. Please do not hesitate to communicate any problems regarding payments with the aftercare director.*

## LATE FEES

St. Jude Aftercare Program ends daily at 5:45pm. Fees will be charged for picking up your child late. Late fees are \$5.00 if child is picked up between 5:45pm and 5:59pm, an additional \$10.00 (\$15 total) if he/she is picked up between 6:00pm and 6:15pm. These fees are due by the end of the week in which the child was picked up late. If it is on a Friday, please send the late fee in on the next school day.

## SNACKS

A snack is provided by the staff daily. We serve fruits and vegetables along with peanut free bagged snacks. Juice/water is offered with the student's snack. If you wish to send a snack with your child, it must be eaten at the designated time provided. Please keep in mind that these snacks need to be peanut free. Candy and gum are not permitted.

**ALLERGIES TO FOOD AND DRINK ARE TO BE NOTED ON THE REGISTRATION FORM.**

## **HOMEWORK AREA**

Students may work on homework at any time during the aftercare program in the cafeteria. However, there is Power Hour from 3:15pm until 4:15pm. The atmosphere will be much like that of a public library. Computers are also available for the students to do any assigned on-line homework. Any homework help needed while in the cafeteria will be given by the supervising aftercare workers.

## **SAFETY AND EMERGENCIES**

**IN THE EVENT OF A SERIOUS MEDICAL EMERGENCY, STAFF WILL PHONE THE RESCUE SQUAD AND THE PARENTS. AT NO TIME CAN STAFF MEMBERS TRANSPORT CHILD/CHILDREN.**

Children will be signed in daily by the staff. Once they are signed in, they may not return to their classrooms without supervision of the aftercare staff. No St. Jude students will be allowed back into the classroom after 3:30pm. Only those individuals authorized in advance by the parents will be allowed to pick children up. Parents are responsible to provide these names to the staff on the registration forms. Parents need to notify the school office/aftercare staff if different arrangements have been made for their child/children to be picked up.

### **NO CHILD WILL BE DISMISSED UNTIL SIGNED OUT BY A PARENT OR PERSON AUTHORIZED TO DO SO**

If you know that you cannot pick up your child by the 5:45pm closing time, you **MUST** make arrangements with a backup person and contact them as soon as possible. If a child becomes ill, i.e., fever, vomiting, or severe headache, the staff will notify the parent using information on the registration form. If a parent cannot be reached, the emergency person listed on the form will be asked to pick the child up.

## **SPECIAL NOTES**

The staff should be notified when a child is participating in after school activities such as piano lessons, tutoring etc... If he/she is to return to the After School Program after such an activity, he/she will sign in after the activity with an adult staff member. **STAFF IS RESPONSIBLE FOR ONLY THOSE STUDENTS WHO ARE SIGNED IN!** Aftercare is not responsible for any behaviors/actions of students who have **NOT BEEN CHECKED** into the program.

Students who need to leave the program for an activity such as kickball, football etc...will need to be signed out by their parents, coaches, or other authorized adults and escorted to their appropriate activity. Only one (1) parent/coach is needed to sign out students for any extra-curricular activity. Students will not be permitted to sign out without an adult. The aftercare staff will not be delivering students to any extra-curricular activity. Staff will not be responsible for them after they have signed out. Time will be allowed for the students to dress for practice in an orderly way. If they disrupt the activities of the program when they are changing, parents will be notified and other arrangements will have to be made. Students are responsible for their belongings at all times including sports equipment, books, clothes etc...

Children are outside daily (weather permitting) and should be dressed accordingly. The staff reserves the right to ensure jackets, gloves, hats, etc.... are left on according to weather conditions. Students not dressed for the weather or students who will not leave their coats on will remain inside. Shoes must be left on at all times. Students are responsible for keeping their book bags and belongings in the area assigned to them.

**Due to the increased availability of electronic devices and phones for our aftercare students, we have decided that the use of these devices WILL NOT BE ALLOWED AFTERCARE. If for some reason you need to contact your child/children in aftercare, please feel free to contact us on the aftercare phone at 317-358-9093. We can take phone calls or text messages to relay to your child/children**

## **IMPORTANT AFTERCARE DATES**

Please note that there are a few dates when aftercare services will be unavailable, even though they are not designated as holidays or vacation days. Reminders will be provided via the school newsletter and posted on signage at the main entrance.

August 25, 2025  
October 2, 2025  
October 3, 2025  
November 25, 2025  
December 19, 2025  
March 12, 2026  
March 19, 2026  
April 3, 2026  
May 21, 2025

## **DISCIPLINE**

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and environment provided in the After School Program.

### **AFTER SCHOOL PROGRAM RULES**

1. BE COURTEOUS AND RESPECTFUL TOWARD STAFF AND OTHER CHILDREN
2. BEING TRUTHFUL
3. KEEP HIS/HER HANDS AND FEET TO HIMSELF/HERSELF
4. NEVER LEAVE HIS/HER GROUP WITHOUT PERMISSION
5. FOLLOW DIRECTIONS
6. USE MATERIALS AND EQUIPMENT IN APPROPRIATE MANNER
7. CLEAN UP ALL MATERIALS AND EQUIPMENT WHEN FINISHED WITH THEM
8. FIGHTING IS NEVER PERMITTED.
9. BAD LANGUAGE AND INAPPROPRIATE CONVERSATION IS NOT PERMITTED.

Children will be expected to behave in an appropriate manner which will contribute to a pleasant and enjoyable atmosphere. Children will be expected to treat each other and the staff with mutual respect and to follow rules and regulations. The staff will be responsible for administering appropriate disciplinary procedures which may include time-out and/or exclusion from certain activities for minor offenses. More serious problems will be discussed with parents. A serious problem is the child hampering the smooth flow of the program by requiring constant one-to-one attention, is inflicting physical or emotional harm to other children, is physically abusing the staff, or is otherwise unable to follow rules and regulations of the program. Please review the above program rules with your child/children. If a problem does occur, a discipline report will be sent home.

If you child/children do not follow the program rules, the consequences for this would be as follows:

- After a 3<sup>rd</sup> written report is received by the parent, the child would have a one week suspension from the After Care program.
- After the 6<sup>th</sup> written report is received by the parent, the child would have a one month suspension from the After Care program.
- After the 7<sup>th</sup> written report is received by the parent, the child would be suspended from the After Care program for the remainder of the school year.

SAMPLE AFTER CARE DISCIPLINE REPORT SAMPLE (Copy sent to Principal):

Report 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>

St. Jude School  
After Care  
Discipline Report

CHILD'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Dear Parent/Guardian,

In our program, our top priority is to provide a safe place for all children after school has been dismissed. To do this, we must work together to develop the best plan for each individual child. In order to ensure a nurturing and safe environment, we cannot continue to serve children who repeatedly display disruptive behavior.

**Disruptive behavior is defined as verbal or physical conduct which may include, but is not limited to:**

1. Behavior that requires constant attention from the staff
2. Inflicts physical or emotional harm to others
3. Ignores or disobeys the program expectations for acceptable behavior; i.e.-rejecting staff authority, verbal aggression, being untruthful, etc.

Our goal is to work together with both the child and family to address and modify any behavior concerns; however, if a child cannot display appropriate behavior, then he/she may be removed from the program.

**Today, your child did not make a good choice by:**

- \_\_\_\_\_ Not following directions
- \_\_\_\_\_ Being untruthful
- \_\_\_\_\_ Rejecting staff authority/Disrespectful behavior
- \_\_\_\_\_ Displaying inappropriate behavior-kicking, hitting, throwing objects, etc.
- \_\_\_\_\_ Displaying inappropriate language, name calling, etc.
- \_\_\_\_\_ Leaving assigned area
- \_\_\_\_\_ Other: explain \_\_\_\_\_

**Specific Description of Incident:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Suspension Required from After Care? \_\_\_\_\_ Yes \_\_\_\_\_ No (One Week)

After Care Director's Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_