



# St. Rita After School Care Program

(revised summer of 2025)

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## **Mission**

Our mission at St. Rita's After School Care Program is to provide families with a safe, fun place for children to grow emotionally, socially, and intellectually while parents are working.

## **Philosophy**

We play and learn.

We play and share.

We play and have fun.

We play and love.

PLAY IS CHILDREN'S WORK.

Afterschool care will provide the building blocks your child will need to develop healthy self-esteem, positive behavior, and the ability to cooperate with others. We strive to provide a safe, nurturing environment by building a supportive relationship with every child. We will emphasize Christian values by praying before meals, recognizing the religious significance of holidays, and spreading love and kindness. Discipline is approached in a positive, yet firm and consistent manner. Staff will support students through proactive strategies while maintaining clear and consistent expectations.

## **Location**

The school cafeteria, playground, back lot & gym (depending on planned activities and weather.)

## **Staff**

- Director: Lisa Heggie
- Assistant Director: Kim Koerner
- Teachers: Martina Dunn and Lindsey Pierce

## **Days of Operation & Hours**

After School Care follows the school calendar. Staff working hours and school calendar are posted on the school website.

After School Care begins at the conclusion of school dismissal and closes promptly at 6:00 p.m. Students may be picked up at any time before 6:00 p.m. Please note: There may be designated days throughout the school year when After School Care will close early at 1:00

p.m. For example, the After Care Program will close at 1 p.m. the Friday before Christmas break and Good Friday.

## **Dismissal Procedures**

When picking your child up from the After School Care program, please first come to the school cafeteria entrance to determine your child's location. If the students are not in the cafeteria, a note will be left on the door indicating where to pick them up (back lot, gym, or playground). A **staff member** will note your arrival time on the time sheet. You must obtain the sheet from the staff person in charge in order to sign your child out. Each child must be signed out by a parent, guardian, or designated individual at each pick up.

## **Late Fee Pick Up**

The After School Care program closes promptly at 6:00 p.m. A late fee of \$30.00 will be charged for any student picked up after that time, and the fee must be paid that evening. This policy also applies to any child sent to After School Care at dismissal who is not registered for the program. Finally, if a child is not registered with the After School Care Program, is left at school past 5 p.m., and NO contact has been made to the school by the parent or guardian, Child Protective Services (CPS) and/or the police department will be contacted.

## **Safety Policy**

Please send authorized adults 18 years old to pick up your child. If you send someone new to pick up your child, you must notify the school or the aftercare program in writing before his/her arrival. It is the parent/guardian responsibility to list anyone who may pick up your child on the authorized pick-up form. For custody changes, please notify the school.

## **Orientation Policy**

Before the school year begins, all After School Care staff complete a six hour orientation within 90 days of hire, covering policies, expectations, and safety procedures. This training ensures they are well-prepared to provide a safe, consistent, and supportive environment for all students during their time in the After School Care Program.

## **Child Abuse and Neglect Policy**

All staff must report suspected abuse or neglect.

These are the steps the After School Care will take regarding child abuse:

## **Suspected Parental Abuse**

If a child has an injury, bruise, or similar concern, staff will speak with the child to understand what occurred. We will document the injury, along with any comments made by the child and parent. If there is any suspicion of abuse or neglect, we are required to report it immediately to the Department of Community Based Services (DCBS) at 1-877-597-2331. In the event of an emergency or if the child appears to be in immediate danger, we will call 911 without delay.

## **Suspected Staff Abuse**

In the event of an incident involving a staff member, the individual(s) involved will be immediately removed from the workplace pending investigation. The child will be checked promptly, first aid will be administered if necessary, and parents will be notified without delay. We will report the incident to the state hotline at 1-877-KY-SAFE1 (1-877-597-2331) and notify the Licensing and Regulation Department at 502-595-4079 within 24 hours.

## **Emergency Treatment Plan**

- Call the child's parents immediately while waiting for EMS.
- Notify the Director if not already on-site.
- A staff member (teacher or Director) will accompany the child to the hospital.
- Bring the child's folder, including emergency contact and medical information, to the hospital.
- Report the incident to the Licensing and Regulation Department within 24 hours.

All children enrolled must have a signed emergency medical authorization and a brief medical history on file.

## **Immunization**

State law requires that childcare programs have on file a current immunization record for each child for their protection against disease. For children who are enrolled, the immunization record must be current (has not passed the date specified on the record.) For children who are new to enrollment, the immunization certificate must be presented within the first thirty (30) days. Children who are unable to be immunized for any reason must obtain a medical declination form (EPID-230A) from their physician or local health department.

## **Sick Children**

Our program is not designed to care for sick children. Children who become ill (temperature over 99°F) will be removed/separated from the other children. Parents will be notified to pick

their child up immediately. If seen by a doctor and it is determined that your child was diagnosed with a contagious illness, please inform the After School Care program by calling the school office.

## Medication

The After School Care will administer first aid but will not administer medication of any kind without parental consent. All prescription medication must be sent to school in its original container with the prescription label intact that identifies the prescribing physician and dosage directions. Non-prescription medications must be sent in their original containers with the child's name. An authorization form signed by the parent is required before any medication can be given to a student. The school maintains a log that identifies each time a student is given medication. Students are not allowed to carry medication with them during After School Care. This applies to both prescription and non-prescription/over the counter medication.

## Special Rules to Note

- ☐ Always be prepared to show your picture identification. Please be patient as it may take a few times for the staff to get to know you and associate you with your child. It is the staff's responsibility to make sure your child is safe. All authorized adults picking up the child must sign the sign-out sheet and may be asked for identification.
- ☐ Children are allowed to change clothes after school. Children who have consistent behavior problems while changing their clothes will not be allowed to change.
- ☐ We ask that you dress your child appropriately for the weather. We go outside most days unless a child has a doctor's note stating that he/she cannot go outside, or we have specific instructions from the parents. Please be advised that After School Care may or may not be able to provide individual care for one child.

## Cell Phones

Children are **NOT** allowed to have cell phones in After School Care. Staff reserves the right to remove a child's cell phone and return it at the end of the day.

## Rules for Sports and Extracurricular Activities

Students who must leave After School Care to participate in sports or extracurricular activities must have permission in writing from his/her parent/guardian. After School Care does have Release Forms for sports and other activities that parents must fill out upon request. Please ask the staff for this form.

Due to state required staff-to-student ratios, the staff is not allowed to walk any child to practice. Please make pick up arrangements with your child's coach. The person who takes your child to practice must be listed on your Authorized Pick- Up Form or After School Care Release Form.

Please note that when a child is picked up by his/her coach or designated adult, the After School Care is no longer responsible for your child's care until he/she is returned to the After School Care Program.

## **After School Discipline Policy**

St. Rita After School Care supports the mission of St. Rita School and the Church by partnering with parents to educate children in a Christian environment. We consistently teach students to respect themselves and others. Children are encouraged to express their feelings using respectful and clear language, rather than assuming others know how they feel. We teach students to use polite but firm words when necessary to communicate their needs. If a problem is not resolved through respectful communication, students are expected to seek assistance from an adult immediately.

To ensure the safety of all children, we emphasize that disagreements must be handled with words, not physical actions. A child is never justified in hitting or harming another child. Every child makes choices about their behavior and must learn to accept the natural consequences of those choices. Our goal is to foster a safe, supportive, and faith-filled environment where Christian values guide all interactions.

## **After-School Care Rules**

1. SAFETY is always # 1
2. Be respectful and listen when an adult is talking
3. Follow directions
4. Keep your hands and feet to yourself
5. Always use good manners
6. Always throw away your garbage
7. Treat others the way you want to be treated

To support our philosophy, the After School Care staff reserves the right to redirect or separate a child from the group at any time to allow the child an opportunity to reflect on their actions. When a child is removed from the group due to behavior concerns, the parent will be informed by staff at pick-up.

Consistent behavior issues will be documented by After School Care staff and reported to the Director. If concerns persist, the Director will contact the parent to discuss proactive strategies and reinforce behavior expectations. Depending on the nature and severity of the behavior, the school reserves the right to place a child on behavioral probation or to dismiss a child from the Aftercare program if the behavior poses a safety risk or if efforts to correct the behavior are unsuccessful.

Please note that removal from the Aftercare program does not impact a child's enrollment at St. Rita School.

## **Chromebooks**

Middle school students will be allowed to use their school chromebooks to do their homework. However, during homework time, chromebooks are not to be used to play video games, watch YouTube, or listen to music. Chromebooks can be used recreationally at the scheduled electronic time each day. Chromebooks used inappropriately will be immediately removed from the child's possession and returned when the child goes home. Children will not be allowed to charge their chromebooks in after school care.

## **Electronic Recreation**

Electronic recreation will be scheduled each day at 5:00 p.m. Cell phones will not be allowed to be used for electronic recreation. Students are not allowed to charge any electronic devices in after school care.

## **Bathroom Breaks**

We take the first bathroom break before snack. The second break will be before going outside. The third break will be as soon as we come in from outside. All children must inform the staff if they need to use the bathroom during non-designated restroom breaks.

## **Snacks**

A healthy snack is provided every day for all after school children. If your child has a medical or religious need that requires a component withheld, the parent must provide a written request to the After School Care Program. If a substitute item is required, the After School Care Program requires the parent to provide the snack.

## **Water Bottles**

Children will be allowed to fill their water bottles before going outdoors. Water bottles that are being misused will be taken away. Water bottles must be filled with water only. All other liquids will be discarded.