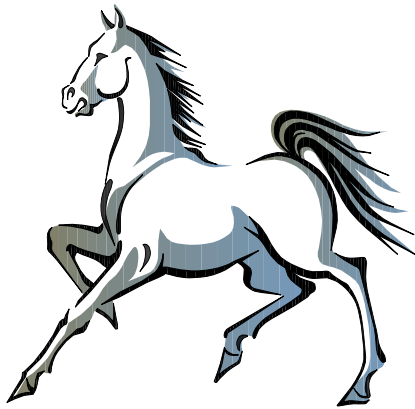


# Alpha

## After School Care Handbook

# 2016 - 2017



St. John Vianney  
Catholic School  
6200 South Orange Blossom Trail  
Orlando, Florida 32809  
Program Director Mrs. Lomas  
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(407) 855-4660 ext. 265 (Calls should only be made in case of emergency)

## **Alpha Handbook**

Please use this handbook as your reference for all information pertaining to the St. John Vianney Catholic School (Alpha) Aftercare Program. The information provided in this handbook is essential for you to understand as it is important to your child's safety and for the basic operations of the program.

### **Mission Statement**

The mission of St. John Vianney Catholic School (Alpha) Aftercare Program is to provide a safe, nurturing, fun and affordable child care setting that serves the working families of St. John Vianney School.

### **General Information**

Open from dismissal until 6:00 P.M. Each school day, the Alpha program provides professional care, supervision, and recreation and enrichment activities. It serves working families who desire both parochial school education and supplementary after-school care in a Christian environment for children enrolled at St. John Vianney School.

This program allows children to experience a rich diversity of growth activities planned to complement the philosophy and values systems of the school and family. Arts and crafts, projects, games and recreation, and snack time are planned. Also, from 3:30 to 4:15 study hall is mandatory homework time. Friday's study all will be an optional decision.

Within the family environment, the program strives to provide individual attention, security, consistency and fair treatment for children of working parents.

Alpha program staff are screened and cleared prior to employment. These people work together to help each child grow in maturity and self-respect, as well as maintain an atmosphere wherein respect and understanding for others is realized.

### **Alpha Fees**

**Registration fee of \$25.00 is required before a child can attend Alpha.**

The Alpha program is not subsidized by the school. All program costs are paid through fees collected.

**All payments are due on Fridays.**

One child:	<i>\$45.00 per week</i>
Two children	<i>\$50.00 per week</i>
Three children	<i>\$55.00 per week</i>
Four children	<i>\$65.00 per week</i>
Five children	<i>\$75.00 per week</i>

The minimum cost for aftercare services is \$5.00 (Please note that the \$5.00 fee applies to any amount of time up to 1 hour).

An hourly charge of \$5.00/per child will be used for non-regulars.

Alpha staff members are employed until 6:00 P.M. It is mandatory that all children are picked up by 6:00pm at the latest.

**A late fee of \$1.00 per MINUTE per child will be charged for later than 6:00 P.M. pick-up.**

All fees include a daily snack, water, supplies for arts and crafts, games, books, puzzles, sports equipment, etc.

### **Athletes**

Children who participate in the sports program and are not part of the Alpha program are the responsibility of the sports athletic department before and after the sports program. If a student cannot be picked up by the time the sports program is over or the coach needs to leave, the student will then go to Alpha and the hourly rate will be charged according to pick-up time.

### **Extra-Curricular Activities**

Children who participate in all other extra-curricular activities such as choir, drama, scouting, tutoring, etc., will be sent to Alpha when they are not picked up in a timely manner and the Alpha rate will be charged according to pick-up time.

***When a child has not been picked up and no parent contact has been received, the following steps will be taken:***

The staff will try to contact a parent.

Persons on the Alpha Registration form furnished by each parent will be contacted in order to locate someone who can pick up the child immediately. If after one hour the contact has not been made the police will be notified. 7

## **Parental Responsibilities**

### **Emergencies/ Safety**

All parents of legal guardians must fill out an emergency form and it must be kept current. No student will be admitted to Alpha unless an emergency form is on file.

**Every day the Parents must sign their child(ren) out of Alpha.**

If other appointed persons will be picking up the child then an ID will be required at pick-up. ***If the child is not signed out it will be assumed that the child was there until 6:00 P. M.*** If this occurrence happens consistently, possible termination of the child in the program will be considered.

The program staff will not permit children to leave in taxis presumed sent by the parents. If the parents intend to send a taxi for the child, they must have permanent request on file with the program director.

Parents or guardians may not telephone the program staff asking that their child be directed to go to various places after school. There is always a possibility that a person other than the parent or guardian might telephone, such request will not be granted.

**No calls should be made to the Alpha Program during the after school hours EXCEPT FOR EMERGENCIES.** People needing to contact the director for any reason need to call the school office between 9:00am & 2:00pm at (407) 855-4660 and leave name and number with the receptionist for the director to return your call. You may also email Mrs. Lomas at [lomass@sjvs.org](mailto:lomass@sjvs.org) with any questions or concerns.

**Children are not permitted to have cell phones.** Cell phones will be kept at the Alpha counter to be picked up with the student is leaving Alpha. Cell phones need to be in a plastic bag with students name on it.

### **Homework**

Each day a homework time will be conducted from the hours of 3:30 – 4:15. One or more staff member will be present to oversee each study hall. We ask that parents look over your child's homework. This is not a tutoring session. Each child (grades 1- 8) will need to have their homework pad with them providing the daily assignments. It is the child's responsibility to acknowledge his/her assignment and to use the resources available. This homework time is mandatory for all students except on Fridays.

### **Termination**

The Alpha Program is a service to the family therefore an individual child may be terminated by the Director after consultation with the School Principal and Pastor. Such cancellation of services will be given after one week's notice and are not limited to following causes:

- Failure to stay current on Alpha balance due
- Abuse of Alpha Hours (Chronic late pick-ups).
- Failure of the adult or child to respect the safety and rights of other individuals in the program.
- Inability of the child to act in a Christian way in responding to others and staff.
- Disregard of Alpha rules and policies.
- Any kind of verbal and physical harassment.
- The Alpha must be a safe place for the children, therefore **ZERO TOLERANCE** for violence of any kind will be strictly enforced.

## **Expectations for Children's Behavior**

As members of a Christian and caring community, the children will be expected to respect the staff, each other, materials and environment provided. They must never leave the building or grounds without explicit permission of the staff from the Alpha Program. Failure to comply will result in termination. Such permission will only be granted by order of the parent or guardian.

### **Discipline**

If a child fights with another child, both children will be put on probation regardless of "who started the fight." Children will be restricted to Alpha Room for that day and parents will be notified at the end of the day that the child is on restriction. If another fight occurs within two months; the child will be terminated from the Alpha Program. If a child is being provoked towards a fight without retaliation and tells the director immediately, that child will receive no punishment. The other child will receive the above consequences.

If a child is disrespectful to the program staff, the child will be put on probation and restricted to the Alpha Room. If a child is unable to comply with the program rules and similar disrespectful behavior occurs repeatedly, steps will be taken for possible termination from the program.

During the course of the day children may infringe on other rules, such as sitting on tables, pushing, spitting, yelling, etc. The program staff will request that that the student reports to the Alpha Room and be placed on restriction for the remainder of the day. If the same behavior reoccurs, the parent will be called to remove the child from the Alpha Program.

### **Personal Items**

Please put your child's name on all clothing, lunch boxes and book bags. Any unnamed articles will be given away to those less fortunate. **Alpha is not responsible for any lost or stolen articles.** Children should not bring anything of significant value into the Alpha Program. *Every two weeks any unclaimed articles will be given to those less fortunate.*

## **Special Provisions/Procedures**

### **Illness or Accident**

In cases that appear to be of minor nature, first aid will be administered on the premises.

In cases that appear serious, the program director will make every effort to carry out the instructions as given on the Alpha registration form.

Parents will be expected to make provisions for taking sick children home. Alpha does not have the facilities for transportation of children.

911 will be contacted when a serious injury requires emergency care.

