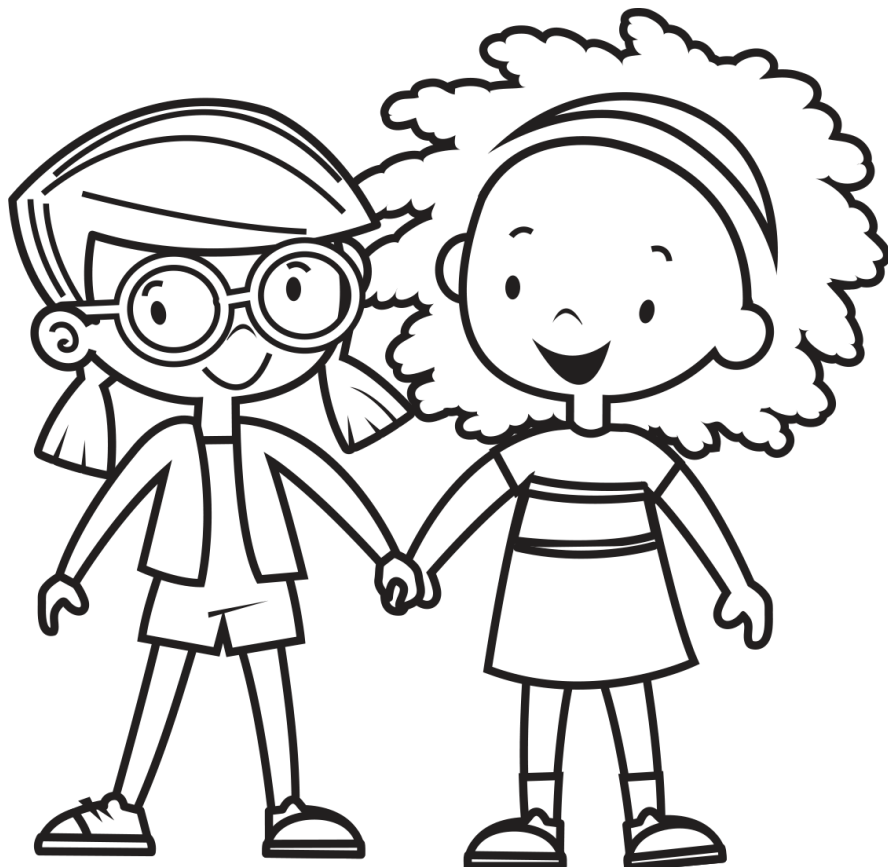


St. Aloysius'  
After School Care  
Parent Handbook  
2021-2022



Dear Families,

Welcome to St. Aloysius' After School Care Program. Thank you for entrusting us with the care of your children. Just as the work day can be long for adults, the school day is long for children. Some days feel longer than others and we understand that everyone has "bad" days. We, the staff believe behavior is communication and will be addressed in a loving nurturing manner. Health and safety are a top priority. We are committed to creating a safe, fun, inclusive environment for your child. We have worked diligently to create an inviting environment that encourages children to decompress from their school day. The children will have the freedom to explore various interest areas: Art, Math (puzzles & games), Science (natural science and physics), Building (Legos, Wood Blocks, Magna-tiles), Literacy (writing center, library), Dramatic Play (dress-up, puppets, dolls), Homework Table, and of course plenty of time outside.

This handbook contains useful information on how we plan to make After School as enjoyable and healthy as possible. The handbook covers the following areas.

1. Our Policies and Procedures
2. Other information to prepare your child and yourselves for a fantastic year with us!

As you review this information, please contact our office if you have any questions, concerns, or suggestions. We are thankful and blessed that you will be entrusting us with your child. Care does not end with the sounding of the last bell.

Please know that I am available for any questions you may have, so please don't hesitate to give me a call or send an email!

See you soon!

Virginia Hurley  
St. Aloysius ASC Assistant Director  
502-241-8516 ext.1011  
[vhurley@staloyusiuspwv.org](mailto:vhurley@staloyusiuspwv.org)

Stephanie Murta  
St. Aloysius Preschool and Extended Care Director  
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# Overview

“Take Chances, Make Mistakes, Get Messy!”  
 ”...It’s the best way to learn something.” ~ Miss Frizzle

We provide children with a place they can call their own in our constantly changing world; where they become a part of a supportive, encouraging community, and where they understand not only their own rights and responsibilities but also appreciate and respect the rights of others. We are a diverse community, from many different cultures and backgrounds, working, playing, and learning together. We encourage each other to try new things, enjoy favorite activities, grow in confidence and a sense of accomplishment, and build strong friendships.

After School Care (ASC) –runs Monday to Friday from 3:00pm until 6:00pm. For Pre-K-6<sup>th</sup> grade children. Middle School will be in the school library for Study Hall until 4:00pm, at which time if they are still present, they will join the younger children until pick-up.

Fees are billed separate from tuition per month. An invoice will be sent at the end of the month via Brightwheel and will be due on the 10<sup>th</sup> of the following month. All fees will be paid through FaithDirect.net. The one-time \$50 registration fee will be invoiced separately in September 2021.

Dates, Times and Fees :		
\$50 Non-Refundable Registration Fee Per Child *3-4pm \$15 ---after 4pm – charged full day rate *After 6pm \$10 fee and an additional \$5 every 5 min. past 6pm (please do not be late)		
NO ASC Dates:	3:00pm – 6:00pm	3:00pm-4:00pm
September 6 & 22 October 14,15 & 18 November 3 & 24-26 December 17-31 January 17 February. 3-4 & 16 March 11 April 4-8 May 6, 27-30 *dates are subject to change as we follow the school calendar	1 day \$35 2 days \$45 3 days \$55 4 days \$65 5 days \$70	\$15 daily
If you pick up after 4:00pm you will be charged the full day rate. If you pick up after 6:00pm you will be charged \$10 and an additional \$5 every five minutes after 6pm.		

\*(Please note that we reserve the right to charge a fee for children that are picked up late.)

## Schedule

3-3:15pm	Check-In and Restrooms
3:15- 3:30pm	Snack
3:30-4pm	Homework & Free Choice
4-4:10pm	Restrooms
4:10- 4:30pm	Outside weather permitting
4:10-5pm	Guided Activity (participation is optional)
5-6pm	Free Choice Play

\*\*\*We do provide snack. Please be mindful that this is a snack, not a meal. If you believe your child may not be satisfied with the snack provided, you are welcome to pack an extra snack for them to eat after school in addition to ASC provided snack.

We are NUT-FREE Facility and Program. Do not send your child to school with any nut products, they will be confiscated until pick-up when they will be returned to you.

- St. Aloysius ASC offers only nut free snacks, however we cannot and do not guarantee that our facility will be completely safe for children with nut allergies. When ASC is not in session, other groups sometimes use the facilities, and may bring nut items into the area. All precautions are taken to

keep nuts out of the school. If your child is severely allergic, we must have an epi-pen and emergency plan in place.

## Meet Our Staff

1. Staff - our staff members are St. Aloysius faculty. They create a safe, caring environment for all students. They are at least 18 years of age and have typically completed one year of college in a related program of study. All staff members undergo an intensive screening, interview, and background check process before hiring.

ASC offers great staff to student ratio 1:10 and maintains state mandated staff to child ratios at all times.

Virginia Hurley (Ginny) – After School Care & Summer Care Assistant Director.

With a B.A. in Religious Studies from the University of Iowa. Born and raised in Italy a proud Army Brat, she came to Kentucky from California. Living in Europe and coast to coast in the United States, has given her a better understanding of the world and what unites all of us a people. Ginny has committed her career path to Early Childhood with over 20 years' experience working with children ages 3 months- 18yrs. She began working with school age children in Italy for the US Gov. in the Before and After School program for military dependents. Through the years she has had the opportunity to volunteer in both a German and Italian preschool and adopted many of their practices into her teaching style. Most recently she was the Lead Teacher of Jesus' Jewels (3s classroom) at St. Aloysius Preschool.

Olivia Hitt – Lead Teacher- Jesus' Jewels (3's Classroom)

A graduate of Murray State Univeristy with a B.A. in Marketing. Shortly after graduation she realized her passion was to work with children. She went back to school and completed her Masters in Teaching from the University of the Cumberland in 2018. She comes to St. Aloysius' Preschool from St. Bernard's Preschool where she realized how important play is in learning. She is a strong believer in play-based learning and implements that philosophy in all aspects of her classroom.

Erica Cleary – Assistant Teacher- Kinder-Prep

Originally from Ashland, KY, Erica moved to Louisville almost 7yrs ago with her infant twins. She is a UK graduate with a B.A. in Fine Arts & Psychology. When she is not in school, she loves to craft, read, and spend time with her family.

Safe Environment Training is required by the Archdiocese of Louisville for any adult who works, volunteers, coaches, or otherwise has regular contact with Archdiocesan youth. Per the KY State Childcare Regulations, any adult who has regular volunteer contact with our preschoolers must also have an acceptable Background Check on file with the St. Aloysius School.

## Facilities:

1. The St. Aloysius School Cafeteria - The Eagle's Nest is currently being renovated, therefore we will be in the school cafeteria until further notice. We will do our best to make our space as comfortable and inviting as possible.
2. Playground & Playground Green Space – Enclosed standard playground equipment comprised of two slides, jungle gym, and teeter-totters. Ground-Smart Rubber surface and open grassy area with Sun Sail providing shade.
3. Pre-K courtyard- Enclosed Nature Classroom. Mud-Kitchen, Fairy House, Sensory Table, Natural Wood Materials, Tike Path.
4. Green Space near Rectory- Open Grassy Area with Soccer Goals on either end.
5. Green Space near Grotto- Open Grassy Area, with bridge, cement stairs, trees, bushes and creek.

## \*\*\*Covid-19 Policies

\* Face Masks MUST be worn by all ADULTS during pick-up. This is for the safety of our staff and ALL children. We reserve the right to refuse entry and interaction if you are not wearing a mask. We want to connect and engage with you- so please wear your face mask. \*

#### Masks:

All vaccinated and unvaccinated Adults (Staff & Parents/Guardians) and children 2yrs & older are required to wear masks. Children may remove their masks when outside or engaged in strenuous physical activity and are adequately socially distanced.

#### Environment:

All precautions and alterations have been made to create an environment that allows for required social distancing between all persons.

#### Sanitizing:

Staff sanitizes surfaces and common areas after every use, in addition to sanitizing throughout the day, all manipulatives are cleaned and disinfected each day by using products and processes in accordance with the Centers for Disease Control and Prevention, as well as the Environment Protection Agency.

## Policies

1. Pick Up – Park in front of the playground, walk to the back door under the awning and ring the doorbell. Please wear your mask. We will have your child pick up any toys or materials they were using then gather their belongings and a staff member will escort them out.  
You must present a photo ID every time you pick up your child, until staff is acquainted and familiar with you. You can and will be asked to present photo ID at any time, therefore it is good practice to have your ID on your person. No exceptions will be made; please inform every person you list as an approved pick-up person of this policy. They MUST be listed on the registration form under approved pick-up persons.
  - A late fee of \$10 will be applied if a child is picked up after 6pm and an additional \$5 every 5 min until picked up.
  - Exceptions will be made only in serious extenuating circumstances.
2. Should an authorized person arrive to pick up a child and there is any reason to suspect that person is under the influence of drugs/alcohol or appears to be of a mindset that presents a danger to the child, we reserve the right to withhold the child from being released and may have no recourse but that of contacting the police.
3. Custody/Persons Listed on Sign in Form
  - a. In the best interest of the child, we ask for your cooperation in clearly defining custody terms in advance of registration so that there is no confusion on the part of the staff members or the child. The individual who registers the child is responsible for identifying the people approved to pick up; if an individual not listed on the registration form claims to have



custodial rights, that person will have to show court documentation that proves those rights and under what conditions those rights exist. Staff members will consult with management and the authorities before making any changes.

#### 4. Photographs

- a. We understand that photos are a big concern for many parents and that parents want to see photos of their children enjoying ASC. Photos will be uploaded throughout the week and are available for viewing through Brightwheel. Only parents of children in ASC will have access to these pictures. Please note, although we snap and upload photos Monday through Friday, you will not always see photos of your child every day. With the number of children, we simply cannot guarantee that you will see a photo of your child daily. While we do post on our Facebook page, please note that the bulk of the photos will be posted on the Brightwheel.

### Health & Safety

5. Staff will provide treatment for minor injuries requiring minimal care. Students needing care for non-life threatening injuries (e.g. fever, vomiting, diarrhea, sprain etc.) that are beyond what we can provide, parents/guardians or emergency contacts will be notified immediately and will be required to pick the child up from school.
6. In the case of a medical emergency, medical services (via 911) will be called and the child will be transported to the nearest hospital for treatment. If parents/guardians are not reachable, we will contact emergency contacts provided on after school care registration form. If they cannot be reached, we will call the child's physician. Staff in charge will make the decisions about the care of your child, and they will always act on the side of caution. It is important that you keep us up to date on emergency phone numbers and any other pertinent information. If you have given us your cell phone number for emergencies, please make sure it is on and working.
7. We will contact you about your child's health after school, if:
  - a. your child has an injury or illness that removes them from activities. If a child becomes ill while at school, he/she will be made comfortable away from the group, and the parent will be called and have 1 hour to pick up the sick child. If a parent cannot be reached, the first name on the child's emergency form will be contacted. Your child must be fever free, diarrhea free and vomiting free without the assistance of medication for 48 hours before returning to ASC.
  - b. If the students in ASC are exposed to chickenpox, head lice or any other communicable disease, parents of all students will be notified.

- c. Please do not send a child to school that has been ill during the night (diarrhea, vomiting, fever, earaches, eye infection, etc.) or who display any symptoms of cough, or cold, such as a significant runny nose.
8. You will be notified immediately if:
- a. It is determined that your child needs additional medical care away from school. You will be provided updates as we are able to do so.
  - b. Your child's illness, injury, or emotional health present concerns for their ability to have a positive experience at school.
  - c. If a child displays a serious runny nose or other signs of illness upon check-in, he/she will be sent home immediately.
  - d. We feel there is a concern for your child's mental health state.
  - e. We feel your child is a danger to peers and/or staff.

## 9. Expected Behavior

- We expect all Staff to be respected by Students and all Students to be respected by Staff.
  - ⇒ This includes, but not limited to: listening and following directions, refrain from backtalk to staff, following directions given, no swearing/comments made about staff or fellow students, no name calling, etc.
  - ⇒ Staff use a positive approach to discipline. Praise, encouragement and redirection are used with the children regularly. When a problem arises, the staff will talk to the child about the appropriate ways to express his/her feelings. Hitting, biting, pushing, etc. are not acceptable; however, we as a staff understand that all behavior is a means of communication for the child and will be addressed in a loving nurturing manner.
  - ⇒ If a child continues to exhibit inappropriate behavior including, but not limited to: teasing, name calling, excluding, physical or verbal taunts, refusing to abide by the rules/instructions, intentional property destruction, or bullying behaviors and physical violence the child will be expelled from the program.

We must consider the safety and well-being of ALL children. Bullying and/or physical violence will NOT be tolerated.

All incidents will be documented and kept on record.

### ➡ Behavior Policy.

In the event that a student does not correct and repeats poor behavior, staff will fill out an Incident form.

- Offense 1 – Student will have an incident form filled out and must have it signed by parent. Parents are encouraged to speak with their child regarding the situation.
- Offense 2 – Student will have an incident form filled out and must have it signed by parent. Parents as well as Staff are encouraged to speak to student. Notification is given to the After School Care Director: Stephanie Murta 502-241-8516 ext.1010.
- Offense 3 – Student will have an incident form filled out and must have it signed by parent. Parent(s) required to meet and/or talk with the After School Care Director within two days of action. Final warning is given regarding student’s discipline situation.
- Offense 4 – Upon review by the After School Care Director and Staff, student will be expelled from the After School Program. This removal from the program is immediate.

**\*\*Students will be sent home immediately for any physical/verbal threats or other incidents deemed unsafe by the staff. There will be ZERO tolerance for this behavior. Any physical actions taken by a student toward themselves, a peer, staff or property will result in a minimum of two-day removal from the program and two incident forms.**

10. Safety - safety is our top-priority.

Significant measures of prevention and a well-trained staff are key to a safe program. All of our staff are certified in Infant/Child/Adult CPR and First Aid. All program related activities contain an element of risk, including the unpredictable forces of nature; however, we try our best to adhere to the high standards established by the CDC and St. Aloysius School to help minimize these risks and ensure the safest programs possible.

11. A signed enrollment denotes that the parent/guardian and participant acknowledge this inherent risk.

12. Health History and Insurance -, is to be completed online by Aug 27, 2021 through Brightwheel, in addition to the hard copy on the registration forms. Each student must be covered by his/her family health insurance policy. Parents are responsible for payment of all medical charges of physicians, dentists, and hospitals.

13. Medications - staff will only administer emergency medications to a child with asthma, diabetes or an allergy that requires an Epi-pen. Medication will only be administered with written instructions from the parent. Medication is to be in the original container. The parent must sign a medication form to be kept on file at school. No other medication will be administered. If your child is sick and needs medicine, you are asked to keep them at home.

a. Over-the-Counter Medications - We do not stock over-the-counter medications.

b. Prescription Medication - We understand the proper administration of medications plays a vital role in the health and safety of students. Our staff

handles the administration of all medication with professionalism and confidentiality. To ensure that your child's medication is correct and that we have all the medications your child needs for the day we require all parents to bring medication in the original container. Our staff will ensure that students take all medications as prescribed.

14. Immunizations: All students must have a current immunization certificate on file in our office at all times. A child who turns 5 years old during the school year is required to have a DTP booster. The state requires that we keep all children's records up to date. We will try to notify you in advance if your child's immunization certificate will expire during the school year, but please monitor your child's immunizations and keep them up to date.

## Emergency Situations

15. In the event of an Emergency Situation (earthquake, school evacuation, school lock down, etc.) that causes a delay or change in the arrival or dismissal of students, parents will be contacted via Brightwheel, as soon as safely possible to relay information. If your child is in our care, we will remain with them until the emergency situation has been declared safe. Please review the Reunification document at the end of this handbook for the KY State approved St. Aloysius Emergency/Disaster Preparedness Parent Information Form for Reunification. This form gives important information on how we would contact you and the locations to which we would relocate our class in the case of campus evacuation.
16. Student Belongings – We cannot be responsible for damaged or missing items.
  - a. Student Possessions - To protect your child's possessions, we ask you to keep valuables at home, rather than allow your child to bring it with them to school. We will not be responsible for these items. Please make sure your child understands that all electronics or money must remain in their backpacks. If your child is found with these, we will keep them safe in the office until pick-up. We have found that phones, smart watches, tablets, and computers only disconnect children further and prevent them from getting an authentic life experience. Students belongings may be searched by after school care staff and school administration if there is a reasonable basis or probable cause that he/she is in possession of drugs, alcohol, stolen property, weapons, or any possession feared to be harmful to students or staff. Students found possessing or using tobacco, alcoholic beverages,

illegal drugs, or weapons will be dismissed immediately. Furthermore, the proper authorities will be notified as required by law.

- b. Visitors – Must wear a mask. Only one parent/guardian or approved pick-up adult will be allowed to enter the facility and only under special circumstances (emotional, behavioral, physical emergency). If you have questions, please call our office and speak with our After School Care Director: Stephanie Murta 502-241-8516 ext.1010.

# *St. Aloysius School*

122 Mt. Mercy Drive ♦ PO Box 190 ♦ Pewee Valley, Kentucky 40056  
(502) 241-8516 ♦ fax (502) 243-2241  
[schooloffice@staloyuspwv.org](mailto:schooloffice@staloyuspwv.org)

## Handbook Agreement After School Care 2021-2022

We, the members of the \_\_\_\_\_ family have read the After School Care Parent Handbook, and have discussed the importance of obeying all policies and regulations of St. Aloysius' After School Care Program. We agree to be governed by this handbook. We recognize the right and responsibility of the St. Aloysius' After School Care Program to make rules and to enforce them.

Parent Signature

Date \_\_\_\_\_

Parent Signature

Date \_\_\_\_\_

This form must be returned to the by August 27, 2021. It will be kept on file throughout the year. Thank you for your cooperation.

# *St. Aloysius School*

122 Mt. Mercy Drive ♦ PO Box 190 ♦ Pewee Valley, Kentucky 40056  
(502) 241-8516 ♦ fax (502) 243-2241  
[schooloffice@staloyuspwv.org](mailto:schooloffice@staloyuspwv.org)

## *Permission to Photograph*

**St. Aloysius After School Care Program uses photographs to enhance our program experience and to make memory tokens for each family through crafts and holiday gifts. Children love to see themselves in photos doing activities, showing off projects or dressing up. Grandparents and extended family members enjoy seeing our days through our photos on Facebook. Full names of students will not be used on any social media, and all photos posted by the staff are first reviewed by the Director.**

I, \_\_\_\_\_, give permission for St. Aloysius Catholic After School Care Program to photograph my child

\_\_\_\_\_ for the following purposes:

- |   |   |   |
|---|---|---|
| ● Name tags, bulletin boards, scrapbooks, yearbooks, etc. | Y | N |
| ● To be posted on the school or church website            | Y | N |
| ● To be posted on the school or summer care Facebook page | Y | N |
| ● To be posted on the Brightwheel app                     | Y | N |

**St. Aloysius After School Care Program reminds all parents not to share photos of children on the internet without the consent of the parents. St. Aloysius will not be responsible or deemed liable for parents not adhering to this request.**

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_