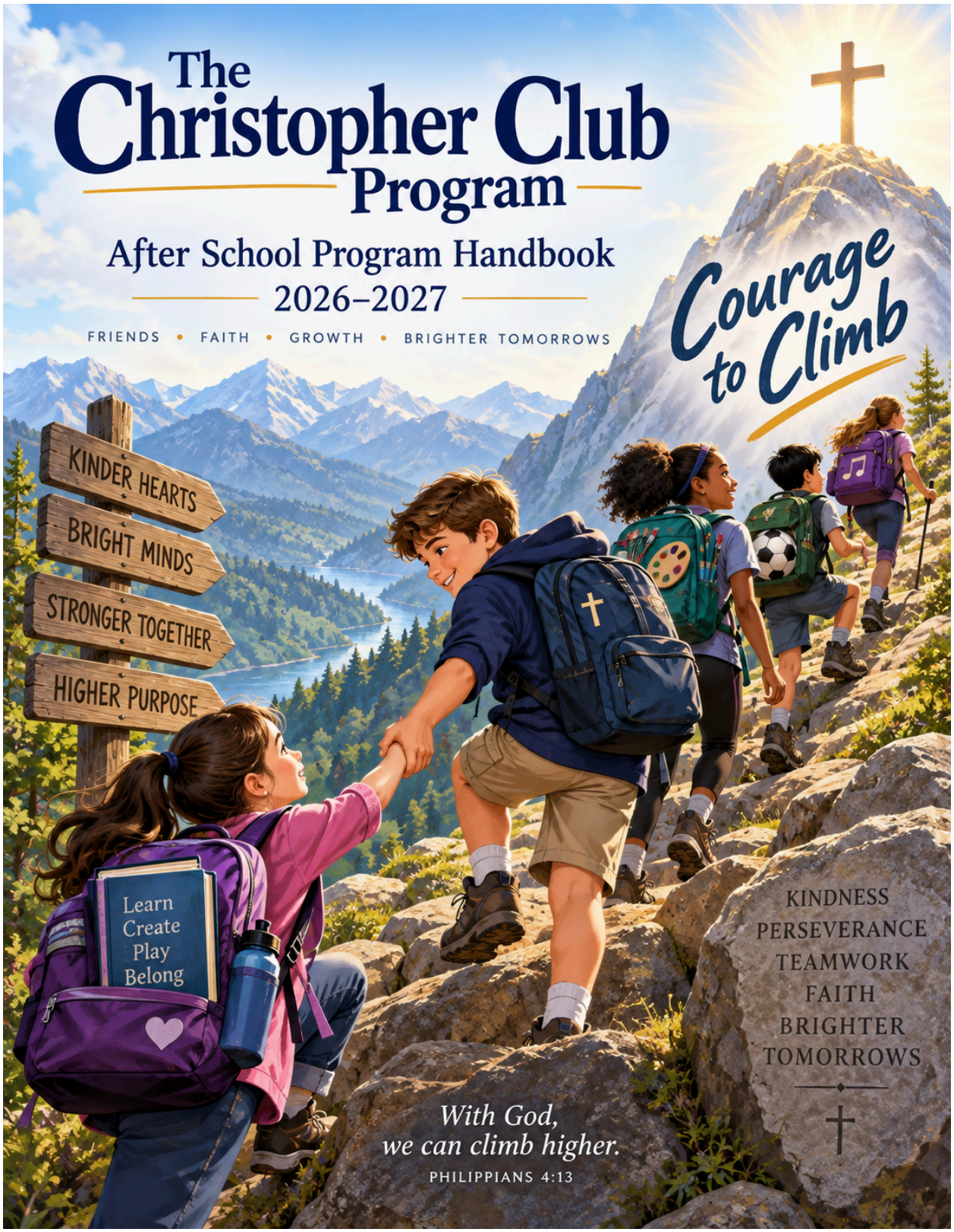

The Christopher Club Program
After School Program Handbook
2026–2027
FRIENDS • FAITH • GROWTH • BRIGHTER TOMORROWS
Courage to Climb
KINDER HEARTS
BRIGHT MINDS
STRONGER TOGETHER
HIGHER PURPOSE
Learn
Create
Play
Belong
KINDNESS
PERSEVERANCE
TEAMWORK
FAITH
BRIGHTER
TOMORROWS
With God,
we can climb higher.
PHILIPPIANS 4:13

PHILOSOPHY

The Christopher Club Program (TCCP) strives to meet the child's social, emotional, and physical needs in a warm and nurturing environment. The program offers the child the opportunity to express themselves through physical activities as well as crafts and games. Program staff members recognize the individuality of each child and understand the needs of children in a sensitive and supportive way.

PURPOSE

The purpose of the program is to offer an alternative for parents whose children need care after school in a safe and secure place.

GOALS

- To meet the childcare needs of families in the St. Christopher Catholic School community.
- To provide a safe and comfortable environment for the child.
- To provide activities which allow the child freedom of choice and promote courteous social interaction and learning.
- To employ a staff who enjoys and understands children and who fosters a loving atmosphere.
- To extend the Christian atmosphere of St. Christopher Catholic School to our program.

SCHEDULING

- The after school program will be in operation starting the first day of school through the last full day of school.
- The after school program is not open on "snow days" or any other day that St. Christopher Catholic School is not in session.
- There will not be aftercare available on early release days that are used for teacher professional development.
- The program will be in operation Monday through Friday from 2:35 until 5:30 pm starting on • August 19, 2026.
- The program will consist of activities that meet the developmental needs and interests of the children.

ENROLLMENT

Children will be enrolled without discrimination in regard to race, religion, sex, national origin, or special needs. Children must be in grades K-8 to be eligible for the program. All registration forms must be completed in full and on file before the child may attend the after school program. Registration forms are included as part of our enrollment/re-enrollment process through our FACTS Student Information System.

ATTENDANCE SIGN IN/SIGN OUT

After school, the children are to report to the school cafeteria where attendance will be recorded. Once the attendance is recorded, they are considered counted in the program and fees are charged accordingly.
Please note, any child that has not been picked up by a parent by 3:10 will be considered in attendance and will be charged accordingly. There is no exception to this rule.
The Christopher Club Program cannot assume responsibility for a child until he or she has been checked in. The person who picks up the child must sign out the child with a member of the TCCP staff.
A child is only released to an approved person listed on the registration form. Children will not be released from after school care without an adult signing their child out.

FEES:

Drop In Rate = 1-3 Days per week: $15 per child per day
Full Time Rate = 4-5 Days per week: $70 per and/or 1st child per week
$65 for 2nd child
$60 for 3rd+ child(ren)

There will be a $25.00 registration fee per child that will be assessed and collected after the first day a child attends the program.

Your FACTS account will be billed every Friday. Payment will be due the following Friday. For children/families that have a past due balance of more than 3 weeks, your child will not be permitted to return to aftercare until the account is paid in full.

We require mutual agreement of the parent(s) or guardian and the program for school children to be permitted to leave the school child program for specific activities in accordance with the requirements specified in rule 3301-32-10 of the Administrative Code.

HEALTH

All medical, dental, and emergency forms must be completed and on file with the program.

Sick children should be at home for their safety and for the well-being of others in the program. Children cannot stay inside unsupervised due to illness.

Children should not attend the program if they have any one of the following symptoms:
● Fever (greater than 100.4)
● New or worsened cough
● Loss of taste or smell

● Sore throat
● Nasal congestion or runny nose
● Body aches/headaches
● New or worsened fatigue
● Nausea, vomiting, or diarrhea

Other symptoms:
● Skin rash
● Evidence of lice
● Stiff neck
● Yellow skin/eyes
● Pinkeye If a child is suspected of having a communicable disease, the staff will assess the child.

The parent will be called to pick up the sick child as soon as possible for any of the above listed symptoms. The child will be removed from the group and isolated in a room not being used in the after school program. While waiting for the parent to arrive, the child will be kept comfortable with a staff member. Linens, blankets, and cots will be disinfected after each use.

First aid treatment is provided for minor cuts, scrapes, and bruises, and a record of all accidents and treatments is kept on file.

A child with difficult or rapid breathing is to be isolated immediately and discharged to the parent.

A child with unusually dark urine and/or grey or white stool is to be isolated immediately and discharged to the parent.

A child with conjunctivitis is to be isolated immediately and discharged to the parent.

MEDICATIONS

We prefer not to administer medications, but on a limited basis, arrangements can be made. We will allow a child to take only personal prescriptions filled by a pharmacist with a label bearing the doctor and child's name with directions for administration. All documentation and paperwork for this must be secured by the school secretary prior to administration. Over the counter medications cannot be administered.

SAFETY OF THE CHILD

The safety and well-being of the children is the primary concern in the after school program. To help ensure safety, the following guidelines will apply:
● No child will be left unsupervised. Children in 4th grade and up may be without direct adult supervision only if the adult is within hearing distance.

● Children may be without direct adult supervision in the area used by the program if the children are within sight or hearing of staff, a staff member knows the whereabouts of the children at all times, and staff will check on the children every five minutes and document the observation.
● Children may run errands or use the restroom without direct adult supervision if the children are within hearing of a staff member, a staff member knows the whereabouts of the children at all times, and a staff member checks on the children every five minutes.
● When a group of children are outdoors, a staff member must be able to summon another adult without leaving the group alone or unsupervised. A school child fourth grade or older may leave the group to summon an adult.
● A staff member trained in first aid, CPR, communicable diseases, and child abuse/ neglect recognition and prevention is always on duty.
● Written reports will be filed for any accidents or incidents. A copy will be given to the parent.
● There will be monthly fire and tornado drills.
● All plans of evacuation are posted.
● A phone is available for all emergencies.

DRESS CODE

Children may wear their uniforms in after school care or can change into “play clothes” after our snack time. All clothes should be labeled with the child’s name to ensure possession. Personal belongings are the child’s responsibility including all school issued electronic devices. The staff will not be responsible for any lost or misplaced possessions.

SNACK

A nutritious snack and drink is provided as part of the program. We usually offer an alternative snack if needed due to an allergy. The snack menu is visible everyday. If a child is not going to eat what is planned for the day, the child may pack an extra snack rather than what is being offered. If there are any known allergies, it is very important that this information is conveyed on the child’s registration form as well as verbally to the staff.

DISCIPLINE POLICIES

(A) The program shall have a written discipline policy describing the program's philosophy and restrictions as listed in paragraph (I) of rule 3301-32-09 of the Administrative Code of discipline and the specific methods of discipline used at the program. This written policy shall be on file at the program for review. Constructive, developmentally-appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.
(B) All school age child care staff members shall receive a copy of the program's discipline policy for review upon employment.

(C) The school child program shall provide in-service training to staff regarding the written discipline policy and procedures before the school child program begins and/or before staff members begin working with children.
(D) The parent of a child enrolled in a program shall receive the program's written discipline policy.
(E) A school age child care staff member in charge of a child or a group of children shall be responsible for their discipline.
(F) Discipline shall be constructive and educational in nature, and may include such measures as praise for appropriate behavior, diversion, talking with the child, and separation from problem situations.
(G) Exclusion from the school child program for disciplinary reasons shall be addressed in the policy and procedures.
(H) The program shall neither abuse nor neglect children, but shall protect children from abuse and neglect while in attendance at the school child program.
(I) The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

(1) There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
(2) Discipline shall not be delegated to a child.
(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control.
(4) No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
(5) No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
(6) Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
(7) Techniques of discipline shall not be intended to humiliate, shame, or frighten a child.
(8) Discipline shall not include the withholding of food, rest, or toilet use.
(9) Separation shall be brief in duration, and age and developmentally-appropriate.

The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

Effective: 6/22/2015 Five Year Review (FYR) Dates: 04/02/2015 and 06/22/2020 Promulgated Under: 119.03 Statutory Authority: 3301.07, 3301.53, 3301.58 Rule Amplifies: 3301.52 to 3301.59 Prior Effective Dates: 1-27-92; 12-30-04, 1/22/10

BEHAVIOR EXPECTATIONS

Appropriate behavior is expected and will be rewarded with verbal praise, rewards, and positive communication to the parents. We ask that the children comply with the following:

● Show respect to the staff and other children (no name calling, hurtful comments, swearing, or negative talk).
● Keep hands, feet, etc. to yourself (no hitting, kicking, pinching, or biting).
● Walk, not run, to the designated areas.
● Follow all school playground rules.
● Take care of toys/equipment and put away when finished with them.
● Follow directions the first time given by a staff member.
● Separation shall be brief in duration and age and developmentally appropriate.
● Techniques of discipline shall not humiliate, shame, or frighten a child.
● No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, a box, or a similar cubicle.
● There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
● Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
● No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
● No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
● Discipline shall not include withholding food, rest, or toilet use.
● No discipline shall be delegated to any other child.

Children are a part of the rule setting process. They are developed and discussed with the children and are posted so that children can see them on a daily basis.

After care school rules and limits are set to prevent harm to self and others and to prevent damage to property. The rules are also to prevent infringement on the rights of others. The rules are in effect for ALL children at ALL times. Children will use a visual color coded card system to serve as a visual reminder of what is expected. A green card indicates that the student's behavior is appropriate. A yellow card is issued after verbal warnings for inappropriate behavior. If the undesired behavior continues, an orange card will be issued which means that the parents will be notified. If by chance the inappropriate behavior continues, a red card will be given to the student in which case it is reported to the teacher and/or principal for further disciplinary actions. Harassment of any type (verbal, non-verbal, or physical) demonstrates a lack of respect for another person and is against our Catholic values.

Harassment, including harassment of another based on a person's race, religion, sex, national origin, personal appearance, or impairment is grounds for discipline. In the case of serious or recurrent incidents, parents may be called to pick up the child.

If a child continues to have difficulty following the rules of the program, the Lead and/or Principal will request a meeting with the parent to discuss the situation and implement a plan to correct the behavior. If the child continues to have difficulty following the rules, the Principal will be

brought in to discuss with the parents and the Lead. The Principal has the sole discretion to remove any child from the aftercare program for repeated offenses/violations of the rules.

HOMEWORK

The Christopher Club Program is committed to the support of our families. One way we support families is by setting aside appropriate time and space for children to complete all or part of their homework during the program's hours. While we know this is an important element of our program, we do not wish to limit or intrude on the opportunity parents have to supervise and support their children's studies. Homework is the responsibility of the child and his/her parents. We are here to provide encouragement and support. We will not take over parental responsibilities for children who choose not to do their homework while at the after school program. Homework will be worked on/completed during a child's time in the after school program UNLESS the parent requests to not have it done here, rather at home. Homework that is not completed at after care as well as the accuracy of the homework completed in aftercare is the sole responsibility of the child and his/her parents. The after school staff will reasonably respond to questions and/or provide general guidance that your child may need during homework time, the staff will not check homework for accuracy as we believe that is the responsibility of the parents. We have designated homework/quiet time daily. If a child does not have homework, they will be asked to use the time to read quietly.

CHILD PICK-UP

A doorbell is to the right of door #2 at the school. Please ring the doorbell and wait for a staff member to let you in. Proceed upstairs to sign your child out for the day. If the children are playing outside, be sure to check out your child with a member of the program staff. Children who are checked out of the program must leave the building or property with their parent or authorized person. The children must all be signed out no later than 5:30pm. If there is a true emergency and you are unable to be at the pick up time by 5:30pm you must notify the aftercare staff immediately to let them know. There will be a $1 per minute late that will be charged to the FACTS account. While emergencies can arise, these should be extremely limited and occur rarely, if ever. If there is a pattern of frequent late pick ups, the parent will be required to speak with the principal to discuss the situation. Continued late pick ups after that will/may be dismissed from the program at the discretion of the principal.

SPECIAL ACTIVITIES & CURRICULUM

Children participating in a club or sports activity may have a note written for the season stating which days the practice or meeting will take place. The coach or leader must sign out the child and then sign them back in when returning.

DAILY SCHEDULE

2:40-3:10 Attendance, snack, bathroom break
3:10-4:15 Homework, study, and quiet play at various centers
4:15-5:30 Outdoor play (weather permitting), structured activities at various centers indoors or outdoors.

Curriculum: All activities will be age and developmentally appropriate and can and will be adapted to children with disabilities. Individual needs and personal interests will also be taken into account. Social development and emotional well-being will also be addressed. Examples would be puzzles, card games, exercises, team building, art and crafts projects, reading, etc.

The curriculum also includes personal and group health and safety skills such as handwashing, covering mouths and noses when coughing and sneezing, scissor safety, not sharing clothing, shoe tying, etc.

The curriculum includes personal discipline that is age and developmentally appropriate. These skills include lessons on how to work and play with others; how to handle conflict resolution through communication skills; how to channel anger and frustration; how to ask the adult in charge for assistance and help in areas of discipline; and how to deal with time management in playing and doing school work.

Social development and emotional well-being are included in the curriculum that is age and developmentally appropriate. Lessons included are how to play with others; how to initiate and maintain friendships; how to appropriately express anger and fear; how to speak to appropriate adults when they are feeling sad; and how to manage conflicts.

Recreational skills will also be age and developmentally appropriate. They can include solo activities such as basketball, hula hoop, hopscotch, etc. Students will also be encouraged to play group recreational activities such as running in a group, basketball, dodge ball, volleyball, toss and catch, etc. In addition to exercise, the recreational skills of team building, group cooperation, and sportsmanship will be emphasized.

PARENT PARTICIPATION

Parents are welcome to visit and observe the program at any time. Parents are requested to address any problems with the on-site lead teacher. Every effort will be made to resolve the situation. If necessary, a conference may be arranged with the administration and staff involved.

A survey will be conducted biannually for parental input and parental suggestions will be logged and considered on an as needed basis.

COMMUNICATION BETWEEN THE SCHOOL AND THE CHRISTOPHER CLUB PROGRAM

The principal regularly monitors the after care program in person and with the use of files and records. Teachers whose students attend the program also communicate with the after care staff on an as needed basis to ensure that they are aware of anything that transpired during the day which can affect the child after school.

THE STAFF

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