

## SACRED HEART AFTERCARE POLICY



Sacred Heart Catholic School is excited to offer After-School Care to our families. Our After-School Care program is a safe, Christ-centered environment where students continue to learn and grow together.

We use the Smartcare App to check your child in and out of After Care and to track weekly payments. Once you have confirmed enrollment, please make sure you receive an email to set up your account. Your child cannot attend After-School Care unless you have a valid account set up.

We use the Remind App to keep parents updated on pickup locations during Aftercare hours. After downloading the app, look for Sacred Heart Aftercare. **Our Class Code is @h6h43ch.**

There is a **NO CELL PHONE** rule during Aftercare hours. Parents can contact the staff through the Remind app and a staff member will get back with you as soon as possible. We have had issues with inappropriate activity on phones, and if phones are seen by staff while your child is in our care, they will be collected until parents arrive.

### Daily Procedures:

2:45 p.m. – Aftercare sign in, Snack time (one snack is provided, please pack your child extra snacks if needed)

3:00 p.m.-3:45 p.m. – Homework/Quiet reading

3:45 p.m. to 5:30 p.m. – Group activity time/Free play/Outdoor play

5:30 p.m. to 6:00 p.m. – Additional homework time/free time/clean up, if needed

### General Arrival Procedures:

All students attending Aftercare are to go directly to the cafeteria upon dismissal. They will receive a snack and then divide out into their class designated areas.

**Pick up and Sign Out Procedure:**

Parents will enter from the one-way alley off of Ewing Lane (beside Father's house), and park in the parking lot behind the school. If students are not outside, go to **DOOR E** and ring the buzzer to be let in. If students are in the PAC, park in the front parking lot and come to the lobby, **DOOR A**.

**\*All parents are required to enter the building to pick up their student(s). Students will not be allowed to exit the building unattended.**

Staff will use the **REMIND APP** for all Aftercare communication with families. Please make sure you are a member in our group and check for updates from our staff. Parents can also use the app to let us know if you are running late, if an alternate pickup person will be arriving, etc. The Remind App will be checked throughout the school day for any notifications from parents. The Aftercare staff will check your student out in our SmartCare system at the end of the day.

**Pricing Information:**

When you are enrolled in a 1-2 days or 3-5 days plan, you are charged regardless of attendance. This plan holds your spot in the program. Families will receive a credit over short breaks and the accounts will be turned off over the summer months.

**As Needed.....\$20/day per child**

**2 days.....\$35/week per child**

**3 days.....\$50/week per child**

**4 days...\$60/week per child**

**5 days...\$70/week per child**

\*An annual **\$20 supply fee per student** will be charged to all registered families.

\*For families with more than one student registered, a **\$10 family discount** will be applied to your account.

\*If you are late picking your child up, there will be a **\$15 fee** added to your account for staff overtime coverage. Any unpaid invoices are subject to a **\$25 late fee** if not settled by the next payment date.

\*Students attending Aftercare are expected to follow the same expectations that are set in place for the school day. **Repeated disciplinary issues may result in losing your spot.**

Please contact Jessica Stewart at (812) 283-3123 ext. 107 with any questions or concerns during school hours. During Aftercare hours, please communicate through the Remind app and someone will get back to you.