

Sacred Heart Catholic School After School

The After School Club is an afterschool childcare program located at 210 S. Evans in El Reno, Oklahoma. The goal of this program is to provide an enriching, recreational program conducive to learning and social interaction with a minimum of formal structure. Children are encouraged to pursue their interests and develop friendships, independence, confidence, and respect for themselves and others. The staff strives to maintain a caring and challenging environment that allows freedom of choice and meets health, safety, and nutritional needs of each child.

- **Locations**

The program will utilize the Sacred Heart Catholic School building, gym area, Parish Hall, parking lot, library, and play yard.

- **Age**

The After School Club is for children Pre-3 through 8th grade. However, exceptions can be made for siblings of students enrolled in Sacred Heart Catholic School.

- **Enrollment**

Several enrollment options are available to suit the needs of families. The After School Club monthly plan offers extended care every school day afternoon. A daily plan is also available. For daily enrollment, parents must designate which days are desired. For purposes of maintaining proper student to staff ratio, these days may not fluctuate.

- **Arrival and Dismissal**

For your child's safety, we require each child to be signed in when arriving before school, and signed out when leaving for the day. Children will only be released to those persons listed on the enrollment form. If a child is to be released to anyone other than a person listed, a note authorizing this must be received. For your child's protection, proof of identification may be required.

The After School Club session for preschool begins immediately following lunch. The After School Club session for grade school begins immediately following school dismissal.

Children must be picked up before or by 5:30 P.M. Parents are encouraged to have an emergency pickup plan arranged for unusual situations. A late charge will be assessed for late pickup.

- **Absences**

Because your child's safety is foremost in our mind, it is very important the director be informed if your child will be absent. No tuition credit will be given for absences. Children enrolled on the daily plan may not select another day to attend if absent on a designated day.

- **Letters of Reference or Recommendation**

Sacred Heart Catholic School administration, faculty or staff may not write letters or complete forms of reference or recommendation for any students who may be transferring to another school setting with elementary or middle school grade levels. Letters or forms of this nature may only be completed for graduating eighth grade students for the purpose of high school enrollment or award nominations.

- **Behavior Goals**

Our goal is to establish and maintain positive behavior. Rules and limits will be age-appropriate and consistently implemented. The staff will act as positive role models and maintain an ongoing evaluation of the program and children being served. If a child experiences difficulty in the program, the problem will be discussed with the child and parents for possible solutions.

- **School Closing Due to Weather**

When Sacred Heart Catholic School is cancelled due to bad weather, the After School Program will also be closed. No tuition credit will be given for these days.

- **Medical**

A child may not attend with any of the following symptoms:

- Fever
- Undiagnosed rash
- Vomiting or diarrhea
- Inflamed or matted eyes

If a child becomes ill the parent will be contacted to pick up the child. No prescription medication may be given without a permission card signed by the parent. Tylenol may be given with written permission.

The staff will make all reasonable efforts to ensure the safety of each child. However, in the unlikely event of an accident, our basic emergency procedures are as follows:

- Administer immediate first aid
- Notify parents, guardians or persons designated for emergency pickup
- Contact the physician or emergency unit
- Take the child to proper medical facilities if the need arises

Costs for medical care or emergency transportation will be the responsibility of the parents.

- **Activities**

A wide range of activities will be offered so each child may choose from several areas of interest. Children will have the opportunity for individual or group play, both indoors and outdoors. Snacks, arts and crafts, games, and a quiet reading area are some of the activities available.

- **Phone Numbers**

School.....262-2284
School Fax.....262-3818
Rectory/Church Office.....262-1405

- **Right to Amend**

Sacred Heart Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent home to each family.