

SACRED HEART SCHOOL



VIKING WATCH
EXTENDED DAY &
AFTER SCHOOL CHILD CARE PROGRAM



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“VIKING WATCH”

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SACRED HEART SCHOOL EXTENDED DAY & AFTER SCHOOL CHILD CARE PROGRAM "VIKING WATCH"

Sacred Heart School offers an after school child care program which provides safe, inexpensive, quality child care for Sacred Heart students grades PK-3-6th. Children will have the opportunity to engage in activities, which will benefit them spiritually, academically, emotionally, socially, and physically. The program will include study time, recreation time, snacks, quiet time, activity time, and lunchtime for our preschool participants. It is coordinated and planned by staff - trained to meet the needs of the children and to provide positive role models. There is flexibility enough to accommodate children from different age groups and fulfill the individual needs of the children.

Sacred Heart Principal, Mr. James L. Faroh, Sr., with an appropriate number of staff, directs the Viking Watch After School Child Care Program. Should you have any questions regarding the program, please feel free to call the school at 574-267-5874. We want to know how you feel about the program and are always looking for ways to better meet your family's needs.

In the event that there are not enough families interested in either the Extended Day or the After School Program, then alternate ideas may be planned with interested parties or the program could cease to exist.

POLICIES & PROCEDURES

How much does it cost? Registration & Supply Fee: \$15.00 per child (per school year, non-refundable)

Daily Rates: \$3.50 per hour - per child. Services must be paid in advance and will be sold in 10 Hour increments only.

Ages: **After-School Care** - students enrolled in grades Pk-3 through 6th at Sacred Heart School. **Extended Day Care** - PreK-3 and K-Prep4 students enrolled at Sacred Heart School.

Time & Place? Students will remain on Sacred Heart School premises at all times. All students will meet daily in the Viking Watch room to start the "Viking Watch".

Hours will be 11:00am-5:30pm. Your child may stay any length of time. We will charge by the hour and no credit will be given for partial hours. If your child is registered for the **Extended Day Program**, you will not be charged from 11:00-11:30am.

What does the program provide? After School Program will include a snack (If your child has food allergies, you will need to provide a snack for your child) and bottled water.

Homework, study time

Physical playtime

Quiet time

Activity/Game time

The program does NOT provide lunch for our preschool participants. Please send in a packed lunch for your child on the days he/she will be attending Viking Watch.

Picking up children? No child will be released from the school to the custody of any person other than the known parent or guardian unless directly authorized, in writing, by the parent in *advance of pick up*. A signed hand-written note, a signed faxed note, or an email will be acceptable. A phone call will also be acceptable if the person taking the message can identify the parent on the phone. The parent or authorized person must come to the classroom to pick up the child. The parent should notify the presider when the child is leaving. The parent or authorized person must sign out the child when leaving. The location of the Viking Watch will be in the Viking Watch classroom. If the Viking Watch moves to another location on Sacred Heart premises, a notice will be posted by the front door.

Late Pick up? Childcare closes promptly at 5:30pm. If you are not present by 5:30pm, you will be charged a fine of \$1.00 for every 1 minute thereafter. A cell phone will determine the time; that way everyone will be on the same exact time. It is important and necessary to be prompt when picking up your child(ren). Continued violation of promptness could result in loss of your spot in this program.

How Fees are paid ? Our program operates on a 10 hour card system. All cards must be purchased in advance at \$35. The Extended Day/After School Child Care Program presider will punch your card for each hour your child is in our care. All care must be paid for in advance and there will be no credit given for partial hours.

If you reach a point of 5 hours that are unpaid, your child will not be eligible to stay until payment has been made. You will be notified by email when you are getting low on hours.

What if my child is ill? Same as Sacred Heart School procedures.
IF YOUR CHILD SOILS HIS/HER PANTS, YOU WILL BE CALLED TO PICK UP YOUR CHILD.

What if my child needs medication? Any medication needed should be given to the school nurse in its original container, with written instructions as per quantity & time. This policy is the same as the school policy. If your child has medicine in the Nurse's Clinic, that needs to be taken during Viking Watch, please contact the school office during school hours to arrange the medicine administration during Viking Watch.

What about discipline? All children enrolled in either program will be expected to follow the rules established by Sacred Heart School. Children with continual behavior problems may be asked to leave the program.

Closures? SHS Extended Day/After School Child Care Program will operate on the days that school is in session. Emergency closing of school due to inclement weather or mechanical breakdown will close the program. When inclement weather closes the school day early, there will be NO extended day or after school care.

Electronics? The only electronics allowed during Viking Watch are electronic readers (ex. iPad, Kindle, Nook) Students may use these to read during homework time only. These devices can only be used if a Personal Technology Permission Form is on file with the school. Please know that if a student brings an electronic reader to school, Sacred Heart will not be responsible, in any way, for the item.

What about Parent Involvement? Families are part of the after school care program, too! The exchange of information about a child from the parents' perspective and the staff can be very helpful to the family and the program. The staff will be able to better meet the needs of your child if we are aware of the things like illness in the family, a change in living location, special fears, etc. Please keep all information on your child's information form current. We will keep you informed about special activities and any changes.

Working together, we can be our BEST!