



Saint Adalbert Catholic School
Afterschool Enrichment Program

I Corinthians 16:14 “Let all that you do be done in LOVE”

2023 – 2024 School Year

Hand in Hand we Serve the LORD!

Our Mission is to provide a safe, clean, caring and engaging environment.

Our Philosophy is to enrich the lives of the students; by nurturing the social, academic and spiritual growth.

The program is available to parents/guardians who are unable to pick their child up from school at dismissal time. It allows students to stay until 6:00 pm, Monday through Friday. There is a fee for each child/per day that the parents must pay.

OPERATIONS AND PROCEDURES:

1. In order for our program to be successful, each student will be monitored for their safety. There should be NO time where there is no supervision of any child. Our students' safety is the main priority at all times.
2. Cell phones and electronic devices are not permitted in our program and will be collected upon entry. Devices will be returned to children when they exit to go home. This is to safe guard the device and ensure that our Acceptable Use Policy is followed by students at all times on campus.
3. Students will be divided into two rooms for Afterschool, but will eat together in the common area.
4. Each student will have an assigned area and stay in that seat unless told otherwise. This is to help maintain order and to complete attendance.
5. Students will follow a system of rotating to ensure that they are permitted study time, play time, dance in motion and art time. It will rotate at 30-minute intervals unless otherwise deemed necessary by Afterschool staff.
 - a. Students will be provided a minimum of 30 minutes of "homework or study time" per day. In the case of Middle School students, many students may have projects to work on, tests to study for, or make-up work that could be completed at this time. Chromebooks will be available for classwork ONLY. "Homework Time" is to be silent time.

6. A balanced Snack will be provided during a specified time to Afterschool students only. Students that are in Afterschool due to late parent pick-up may not receive a snack, and parents will be billed \$10 for their time in the program.
7. Water and bathroom breaks will be given as needed throughout the duration of the program, but each group of students will have a specified time to go.
8. Each child's emergency medical form and parent contact information is to be completed prior to Afterschool enrollment.
9. In the event that a medical incident occurs requiring immediate medical assistance, an Incident Form will be completed and kept on file with the school. Parents or emergency contact members will be contacted immediately. 9-1-1 may be called in the event of extreme emergency.
10. Parents are to sign-out their child daily. **No child will be permitted to leave the Afterschool room without being signed out.** Children may not receive phone calls, be permitted to leave at a certain time, or visit the Fairfax Rec. Center. This is a safety issue and all students will stay under our care until released to a parent or someone on the authorized pick-up list.
 - a. Only those on the pick-up list may retrieve students from Afterschool!
 - b. Should a "special circumstance" arise in which someone not on the pick-up list needs to retrieve a student from Afterschool, we must speak with the parent prior to pick-up to authorize this.
 - c. We may require you to provide ID (identification) until we are able to establish your identity.

STUDENT CONDUCT

1. Students are expected to respect adults in Afterschool at all times.
2. The same rules for school apply as in Afterschool. Afterschool is not free time or a conventional day-care service. The rules for conduct in our Afterschool are the same as outlined in our Saint Adalbert Catholic School Student/Parent Handbook.
 - a. For example: During no time should students be running around the cafeteria or any Afterschool room as this could lead to injury.
3. Students that do not follow the Afterschool code of conduct will be subject to penance in the same manner as they would receive during normal school hours.

4. Students may be removed from Afterschool for not following the code of conduct. This may be a few days (an Afterschool OSS), or permanently due to the severity of the incident (fighting)

A TYPICAL STUDENT'S DAILY SCHEDULE

3:40 - 3:45 p.m.	Students arrive from dismissal. Students should take their seat and get acclimated.
3:45 p.m.	Cell phones are collected upon entry to the program.
3:50 – 4:20 p.m.	Students will work on homework
4:20 – 4:30 p.m.	UC students transition to the ELC
4:30 – 5:00 p.m.	Students will eat balanced snack in the common area (cafeteria)
5:00 – 5:45 p.m.	Students will work on crafts, arts, technology, etc.
5:45 – 6:00 p.m.	Clean up and prepare for Dismissal

RESTROOM BREAKS

- Supervised restroom breaks will be provided as needed. Students will be permitted to go in the event of an emergency.
- Younger students will be accompanied by an adult to assist with the doors if needed.
- Students are to use the single-stall restrooms in two of the classrooms in the ELC.
- Students are to use the restrooms for their intended use and are not to spend extended lengths of time in there unless there is a medical or health situation.

*Updated and approved by:
Mr. James D. Smith (President)
June 15, 2022*