

Saint Augustine of Canterbury School

Revised as of August 2009

**Canterbury Club  
After School Program**



**After School Program Parent/Student Handbook**

**Staffed by the Religious Teachers Filippini**

Saint Augustine of Canterbury School  
45 Henderson Road  
Kendall Park, New Jersey 08824  
732-297-6042

Dear Parents,

The following information is presented to you as a handbook for the St. Augustine of Canterbury After School Program known as the Canterbury Corner Club. This handbook contains information considered important to your child's safety and relevant to the basic operation of the program.

May we all work together to make this a happy and worthwhile experience for your child.

Sincerely,

Sr. Mary Louise Shulas, M.P.F.  
Principal

Staff

## Goals of the Program

The After School Program of St. Augustine of Canterbury School provides:

- Children with a Catholic environment extending the philosophy of our school into the hours after the regular school day has ended.
- Care to children of parents who work outside the home.
- An academic component, which includes homework time, as well as art, games and activities.
- Safety, care supervision, and recreation.
- Principal, director and caregivers on the staff.

The entire program is under the direction of the After School Director in consultation and approval of the Principal.

The staff members work together to help each child grow in maturity and self respect, as well as to maintain an atmosphere where respect is encouraged.



An Older student helps a "Buddy"

## Agreement

Saint Augustine School agrees to provide After School Care for a student and in return, the parents agree to pay a fee to support the rules of the program. Fees are the sole support of the school After School Program. Saint Augustine School does not subsidize it.

### **CHANGE IN ADDRESS, PHONE NUMBER OR EMERGENCY NUMBERS**

Parents are expected to inform the director, or designated staff member, when there are changes in addresses, or phone numbers/emergency numbers. If there is any change in the names of those authorized to pick up the child this information should be made known to the director.

### **CHILD BEHAVIOR**

Since the After School Program is an extension of Saint Augustine School the same basic Philosophy underlies each program. As members of a caring Christian community, the children will be expected to respect the staff, each other, and the materials and environment provided. Parents must agree to cooperate in insuring that their children behave appropriately.

If a child violates the guidelines, rules set by the director/staff member the child will be spoken to. If the behavior is repeated the parent will be informed and if necessary a conference with the parent will be informed and if necessary a conference with the parent and director will be set up. Should there continue to be a problem another conference will be arranged with the principal or director. At the time the child may be given a final opportunity to improve or may be asked to leave the program.

### **FEES AND PICK UP TIME**

An area of parental responsibility is in the matters of prompt fee payment and prompt pick up time in the afternoon. The method and time of fee payment, as well as the pick-up time is determined by the After School Program in Saint Augustine School. *(See insert for Payment.) After Care ends at 6:00 PM.* Regular and prompt payment will assure the continuation of personnel and the provision of supplies and snacks.

*Checks should be made out to Saint Augustine of Canterbury ASP.* If payments are mailed they should be sent to the School address and marked to the attention of the After School Program Fees.

If a parent fails to meet the After School Program fee payment due at the time assigned, and does not make adequate arrangements with the school office, a reminder will be sent. A late fee will be assessed for all returned checks. The fees charged are the sole support of the After School Program, and to continue to serve the children in an adequate and fair way it is necessary that all payments be prompt and complete.

The program ends at 6:00 PM. It is common courtesy to the staff to respect the time of closure. Parents who have difficulty with the pick-up time should make arrangements with others listed as authorized pick-up individuals.

If a parent is late, a staff member will stay with your child until a parent arrives. The late fees for picking up your child are as follows:

0-10 minutes = \$10	20-30 minutes=\$25
10-20 minutes = \$15	Fees will continue to increase for every 10 minute increment.

Parents enter the school by the designated door to pick up children. Please use the doorbell at the Canterbury Corner Door and a staff member or designated member will open the door. At no time is a child permitted to answer the door without an adult. Check the play areas if you arrive early. Official attendance records are kept for the After School Program. Signature and accurate times must be recorded when the child is picked up.

#### **PARKING**

For the safety of each person in the After School Program you are asked to park in the area behind the yellow caution poles and roped off area. This includes inclement weather as well. Thank you for cooperating even when it may seem inconvenient.

#### **ABSENCES**

If a child is absent from school, it is assumed that the child will not be attending the After School Program that day. If a child is absent from the After School Program on the scheduled day, no credit or refund is made for the day.

#### **FIELD TRIPS**

Most field trips are included in the program for monthly students. Children who attend on a daily basis will be charged a fee. The parent must sign a permission slip to participate in the program's field trips.

#### **FIRE SAFETY**

Scheduled fire drills are included to the After School Program. Children will practice exiting by the nearest designated exits.

#### **INSURANCES**

Children are covered by the school insurance program.

Saint Augustine of Canterbury School

### **HEALTH AND SAFETY**

The After School Program follows the policy of St. Augustine of Canterbury School with respect to communicable diseases. Parents or the designates will be notified if a child becomes ill during the hours of the program. Prompt pick up must occur so that we do not continue to spread the illness to others. If you work more than fifteen minutes away, please be sure that a designated person can pick up your child. All registration forms provide information for emergency phone numbers. Kindly update this information regularly. All minor injuries will be recorded on an accident report. Parents will be notified at the time of pick up. When serious injuries occur, procedures will be followed as they appear on the Medical Emergency section of the registration form.

All necessary medical information regarding your child is made available to the staff of the After School Program.

If something serious should occur and the building is evacuated (fire, etc.) the children will be taken to a designated place. Parents will be given information as to the site chosen. Along with the fire drills, a Crisis Plan is in place for unexpected emergencies. These plans are in place for both St. Augustine of Canterbury School and the After School Program.

### **HOMEWORK**

A homework period is scheduled each day for the students. Staff members are there to assist. ***It is the child's responsibility to know what homework has been assigned.*** It is the responsibility of parents to check homework assignments at home. The older students may have more work than can be completed during the homework period.

### **PERSONAL BELONGINGS**

Children bring play clothes to school for the After School Program. All of the children's clothing should be labeled. Gym clothes will suffice on gym days. Children will be outside for play on most days. Please send in clothing appropriate for the day's weather. It is expected parents be responsible to check for all correct clothing at the time of pick-up. Staff members are not responsible for lost clothing. It is requested that children not bring toys or games from home without permission.

**SNACKS**

Parents are to provide their children with nutritious snacks. There is a snack cart available. On half days, parents are to provide a lunch as well as an afternoon snack for their child. A microwave is available.

**SUPERVISION**

Only adults supervise children. If older students assist in the program they do so only under the supervision of an adult.

A child will be released only to a parent or individual who has been authorized in writing to pick up a child. Exceptions will not be made unless the parent sends in written permission with the child when he/she comes to school in the morning. Changes to the regular After School routine for your child's pick-up is to be made directly to the Director of the After School Program only by a parent in a timely fashion. In any event, the child will not be released from the After School Program without an authorized signature.

When children arrive at the After School Program, a designated staff member will sign them in. At time of pick up from the program, the parent/authorized person will be asked to sign the form noting his/her name and the time of the pick up.

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