

Hours and Days of Operation

The After School Program will run Monday through Friday on a regularly scheduled days of school from 2:50 PM to 5:30 PM

There will be NO After School Program on early dismissal days (half-day dismissal time is 11:30).

Also, the After School Program is subject to cancelation due to weather at the administration's discretion. Otherwise the program will follow the Green Bay School's policy regarding inclement weather.

Arrival & Departure of Students

Students who are signed up for that day will be brought directly to After School at 2:50 p.m. by their teachers. To pick up child(ren), parents/guardians will enter the building and sign out their child(ren). No child will be released to anyone not authorized in writing by the custodial parent and listed on the registration file. Those on file, but not known to staff will be asked to show identification. Other dismissal procedures may be arranged but must be in writing and on file.

Discipline Policy

All Students in the After School Program will be expected to follow the code of student conduct and rules. In the event of a disciplinary problem:

1. Student will be given a warning.
2. Student will be given an appropriate consequence to the problem.
3. Parents will be notified when picking up their child(ren).
4. If serious, the student can be suspended or expelled from the program.

Dismissal from Program

The After School Program may refuse service for the following reasons:

1. Failure of parent/child to follow policies, procedure or rules.
2. Three written conduct reports or serious misbehavior that warrants dismissal.
3. Parent/child verbally abusive to staff.
4. Failure to pay fees over 30 days.
5. Failure to adhere to closing times.



St. Joseph School's After School Handbook

“Love is patient, love is kind. It is not jealous, is not pompous, it is not inflated, it is not rude, it does not seek its own interests, it is not quick-tempered, it does not brood over injury, it does not rejoice over wrongdoing but rejoices with the truth. It bears all things, believes all things, hopes all things, endures all things.”

1 Corinthians 13: 4-7

Hours: 2:50 p.m. - 5:30 p.m.

School Office Number:

(920) 499- 9969

Our purpose

Our After School Program is a place where children continue to grow and enrich in joy after the school day with their teachers has ended. Our program shares our Catholic faith and rejoices in the love of God. It is a program that cares and helps children, as well as expecting the same behavioral standards as during the school day. Children are free to be themselves and trust that we are here for them. St. Joseph's After School Program is a place of positivity, learning, and direction.

- Mary Rose, Manager

*This is a program offered to children who are enrolled at St. Joseph School of the current year.

Rates and Regulations

In order to utilize the program throughout the school year, you must first register your child(ren). The registration sheet must be turned in **prior** to the child's first day in the program. There is a regular rate that will be applied if the child's attendance schedule for a particular week is turned in the Friday before. If the schedule is received after Friday, or sign up is requested the same week/day it is used, then a **drop-in** rate will be charged.

*Sign up sheets are requested by month so please turn in the calendar the **Friday** before the month begins.

Registration Fees

One child: \$15 Family: \$25

Daily Rates:

Regular- \$10 Drop-in- \$15

***If child(ren) are picked up before 3:30, then the family will only be charged \$7.**

Late Pick Up Fees:

Beginning at 5:30 PM, late pick up fees will be charged at the rate of **\$1.00 per minute** past 5:30 PM.

Financial Policies & Procedures

- Payment of fees can be paid monthly, bimonthly, or weekly. Pre-payment is preferred, but the payment will be due the Friday of the utilized week.
- No balances over 30 days past due are allowed.
- Fees will not be refunded for absences
- Checks should be made out to St. Joseph School and cannot be paid with other fees. (hot lunch, field trips, tuition etc.) Post-dated checks will not be accepted.
- In case of cancelation of After School due to weather etc., the amount paid for that day will be credited to your account.
- Any questions related to billing should be directed to Andrew Allen. Place a note in an envelope with attention to Andrew Allen.

Personal Items

Children may bring a toy the days they are attending after school but please know that any broken or lost items are not our responsibility. However we will try to do our best to return the child's toy, if we come across it. Personal electronic devices may not be used by students while in the program.