



August 2018

Dear Holy Spirit Families:

The After School Care Program (ASC) is offered as a service for students enrolled at Holy Spirit Catholic School. As an extension of our regular school day, students are supervised in a safe, Christian environment. Students must be enrolled in the program prior to attending and parents should complete page 5 and 6 of this packet. *If a child comes and a registration form isn't on file, the parent will need to fill out a form when he/she picks up his/her child and pay the \$50.00 registration fee.* A registration form must be filled out even if you used ASC last year.

Hours of Operation: Dismissal to 6:00 p.m.

BILLING AND FEES:

The registration fee of \$50.00 per family must be paid at the time of registration. Holy Spirit families have a choice of a full-time status for a flat monthly rate or a drop-in rate billed per hour of use. Each family must enroll in a plan that will be in effect for the entire school year. **No changes in the enrollment plan will be permitted during the year.**

Monthly Rates

1 Student \$175.00
2 Students \$225.00
3 Students \$300.00
4 Students \$350.00

Drop-in rate

\$6.00 per hour per student

Any Student not picked up by 6:00 p.m will be charged a fee of \$3.00 per minute. Repeated after hours late pickup will be referred to Administration.

All fees are due by the 10th of each month after which a \$25.00 late charge will be added. Parents choosing the “monthly rate” should send in their August payment with their registration fee and forms. No invoices will be sent out for monthly families. Invoices for drop-in services will be sent out at the beginning of the following month. All checks should be made payable to Holy Spirit Catholic School and can be sent via backpacks or dropped off in the front office.

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POLICIES:

Report/Sign-In – All students in PK3-4th grade are escorted to their assigned location by an After School Care staff member or their homeroom teacher. Students in 5th-8th grades are to report directly to ASC. Pk3-4th grade are signed in by a ASC staff member. 5th-8th grade students sign themselves in upon arriving. Students who have not been picked-up by the conclusion of car line will be escorted by a teacher to ASC and signed in by an ASC staff member. Students who are signed in from carline must be signed out of ASC regardless of how long they are there. Drop-in charges will apply to students who come from carline that are in ASC longer than the grace period given.

Pick-Up/ Sign-Out – Parents are to enter the school by the downstairs cafeteria to pick up their children. Please ring the bell and an ASC staff will let you in. Students should be picked up from their assigned areas until 5:00 p.m. At 5:00 p.m all students are taken to the downstairs cafeteria. **Parents or an authorized person must sign out the student(s).** Multiple children must be signed out with their specific teacher. Once a child is signed out of ASC they will not be allowed to return on that day. If a child leaves campus with another organization they also may not be allowed to be signed into ASC that day. A student may not be signed out by an older sibling of Holy Spirit School. ***Once a student has been signed out, he/she may not continue to play. He/she needs to gather his/her belongings and leave with his/her parent.***

Emergency Numbers/Authorized Pick-Up – A list of all persons authorized to pick up your child/(ren) is required. It is kept where all After School Care staff will have access to it. It is very important that all contacts and numbers remain current. If your child is going home with another student or someone not on the pick-up list we **must** have a note from the parents giving their child permission. ***ASC staff will not take permission over the phone. The permission must be in written form (email, fax or note handed to ASC staff).*** The ASC staff **does not** always have access to the information that is listed on RenWeb. Please make sure that all persons picking up students for the first few times (parents included) bring in their driver's license or some form of picture ID. Students will not be released to adults without ASC staff seeing an ID.

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Authorized Areas – Students must be in their assigned areas at all times and must obtain permission from their After School Care teacher to leave their assigned area. ***Students will not be permitted to leave ASC to return to their lockers or classrooms.*** The playground and Spirit Park are reserved for ASC until 6:00 p.m daily. Anyone not in ASC will be asked to leave while ASC is occupying these areas.

Discipline – The After School Care Program at Holy Spirit is an extension of the regular school day. Therefore, all of the school’s discipline policies remain in effect. Please refer to the Student Handbook for the Discipline Policy.

Cell Phone– No cell phones are permitted during After School Care. During ASC cell phones should be kept off and in the student’s backpack. If it is necessary for a student to call a parent there is a phone available for them to use. Students not in compliance with this policy will receive the following consequences:

1st Offense: Phone will be confiscated and parent will have to pick up the phone from the ASC Director.

2nd Offense: Phone will be confiscated and parent will have to pick up the phone from Administration.

i-Pads/i-Touch/i-Pod/Tablets/Kindle/Nook -These electronic devices are difficult to monitor in ASC and have posed a problem in the past. We realize that technology is needed for educational purposes therefore we will allow these devices for students in grades 5th-8th to use until the student abuses the privilege of proper use. ***Proper use of these devices is for homework related use only.*** Holy Spirit does not assume responsibility for monitoring usage on these devices or assume the responsibility of lost or damaged devices while on campus. ***During non-homework time students may play educational games on their iPads. Students not in compliance with this policy will receive the following consequences:***

1st Offense: Device will be confiscated and parent will have to pick up the device from the ASC Director.

2nd Offense: Device will be confiscated and parent will have to pick up the device from Administration.



Snack- All students will be offered a snack and a drink. Snacks vary daily. Not all students will receive the same snack on any giving day. ASC offers fresh fruit and/or fresh veggies as a choice for snack daily.

Early Dismissal Days- On Early Dismissal Days students in PK3, PK4 and Kinder may bring a small blanket or beach towel to take a nap on. *Pillows and stuffed animals will not be allowed.* All students attending on these days need to bring a lunch.

CONTACT INFORMATION:

Jordan Crimmins, ASC Director, can be contacted at 349-1169 ext. 8379 or at Jordan.crimmins@hcssa.org School Fax number is 349-1247.

ASC Staff can be reached at 341-1896 during the hours of 2:30-6:00 p.m

SCHEDULE:

The following is a tentative schedule that we will be following. A schedule will be available for parents to pick up on the first day of school. During homework time students are to be quiet and work on homework, study or read a book. If a student does not have homework they will still need to remain quiet so that other students may concentrate and be able to work. ***Students should always have a book to read in their backpacks.***

Pre-K 3 &	2:55-3:05	Storytime/Sign-In	Classroom
Pre-K 4 &	3:05-3:35	Centers	Classroom
Kinder	3:35-3:45	Pick-up/ Bathroom break	Classroom
	3:45-3:55	Travel Time	Hallways
	4:00-4:20	Snack	Cafeteria
	4:25-4:55	Playground	Playground
	<u>5:00-6:00</u>	<u>Centers</u>	<u>Cafeteria</u>
1st/2nd	2:55-3:05	Pick-up/Sign-In	Classroom
	3:05-3:30	Playground/Field	Playground/Field
	3:35-3:55	Snack/Bathroom break	Cafeteria
	4:00-4:15	Homework	Family Room
	4:15-5:00	Centers/ Movie	Family Room
3rd/4th	<u>5:00-6:00</u>	<u>Centers</u>	<u>Cafeteria</u>
	2:55-3:05	Pick-up/Sign-In	Classroom
	3:05-3:30	Playground/Field	Playground/Field

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	3:35-3:55	Snack /Bathroom Break	Cafeteria
	4:00-4:25	Homework	Classroom
	4:25-5:00	Games	Classroom
	<u>5:00-6:00</u>	<u>Centers</u>	<u>Cafeteria</u>
5th/6th	3:15-3:30	Sign-In/Social Time	Cafeteria
	3:35-3:45	Snack	Cafeteria
	3:50-4:15	Recess	Field
	4:15-5:00	Homework	Library
	<u>5:00-6:00</u>	<u>Games</u>	<u>Cafeteria</u>
7th/8th	3:15-3:30	Sign-In/Social Time	Cafeteria
	3:35-3:45	Snack	Cafeteria
	3:50-4:10	Recess	Field
	4:15-5:00	Homework	Library/Cafeteria
	5:00-6:00	Games	Cafeteria

Schedule is subject to change for reasons such as weather (too hot or it is raining)
 On some days students will go to the gym instead of going to the playground/field. A sign is posted daily as you enter the cafeteria that states where the students are during their recess time.



AFTER SCHOOL CARE REGISTRATION FORM

STUDENT'S NAME	GRADE	Monthly/Drop-in
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Father/Guardian Name: _____
Phone Numbers:
Home: _____ Cell: _____ Work: _____

Mother/Guardian Name: _____
Phone Numbers:
Home: _____ Cell: _____ Work: _____

Does your child/children have any medical condition that the ASC staff should be aware of? (Ex. Allergies [Food/Drug/Insect], Diabetes, Asthma) Please list below.

May your child(ren) be treated by ASC Staff for minor injuries? () Yes () No

In case of an emergency, ASC will contact the student's parents. In the event of an extreme emergency, 911 will be called and the student's parents will be notified.



Office Use Only
Date Rec'd _____ Check #: _____
Initials _____ Check Amount _____

Please list the individuals other than the parents/guardians authorized to pick up your child/children).

1) Name _____ Phone # _____
Address _____ Relation _____

2) Name _____ Phone # _____
Address _____ Relation _____

3) Name _____ Phone # _____
Address _____ Relation _____

4) Name _____ Phone # _____
Address _____ Relation _____

5) Name _____ Phone # _____
Address _____ Relation _____

Parents Signature: _____ Date: _____