



**2017-2018**

**After School Program Handbook**

After School Care (ASC) and Lion's Den (808) 532-2444

**e-mail: [afterschool@standrewsschools.org](mailto:afterschool@standrewsschools.org)**

Dear Parents and Guardians,

Welcome to the After School Program!

St. Andrew's After School Program is open to girls and boys enrolled at St. Andrew's Schools in kindergarten through fifth grade for the ASC and grades 6-8 for the Lion's Den.

The After School Program strives to provide an atmosphere where children can enjoy, grow, and learn. Our students are provided a safe and nurturing environment in which they can play and build community with their friends, wind down, get a head start on homework, and take part in an array of enrichment activities provided by our excellent and caring staff.

This handbook is designed to give parents and guardians a helpful insight into the After School Program offered by St. Andrew's Schools. It includes detailed information about the After School Program activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The staff always welcomes suggestions and ideas that will help us to make your child's time at the After School Program beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time.

If you have any questions or need further information, please feel free to call me at 808-532-2421 or email: [ssouza@standrewsschools.org](mailto:ssouza@standrewsschools.org).

With Aloha,

A handwritten signature in cursive script that reads 'Sandy Souza'.

Sandy Souza  
After School Program Director

# AFTER SCHOOL PROGRAM

Students who need to stay after regular school hours are some of the happiest at St. Andrew's Schools, thanks to our After School Program, which provides supervised care for girls in grades K-8 and boys in grades K-4.

The After School Program provides a place for our students to just relax or get a head start on their homework. It also offers a variety of enrichment courses where student can explore their interests and learn new skills. However, your child uses the ASC and Lion's Den, they will be cared for in a nurturing, safe, and positive environment.

**Grades K-5 AFTER SCHOOL CARE LICENSURE:** St. Andrew's Schools' After School Care is a care facility licensed by the Department of Human Services (DHS). The student/teacher ratio is current with the standard requirements set by the DHS.

**Grades 6-8 LION'S DEN:** Students in Middle School, grades 6-8.

## **HOURS:**

ASC operates immediately after school is dismissed until 5:30 PM.

Lion's Den operates from 3:15 PM-5:30 PM.

If you cannot pick up your child by 5:30 PM, please call ASC at 532-2421 and let us know. A late fee of \$ 1.00 per minute after 5:30 PM.

LOCATION: Sellon 101 (ASC) Kennedy 102 (Lion's Den)

**SCHOOL CALENDAR:** The After School Program operates on all school days and observes *all designated school holidays*.

## **GENERAL INFORMATION: AFTER SCHOOL CARE (Sellon Hall 101)**

**DAILY SCHEDULE:** At the end of the academic school day, homeroom teachers sign in students in ASC and are dismissed from their classrooms to the Sellon Hall playground area. The afternoon begins with a 15-minute recess, followed by a supervised homework session from 3:15 to 4:00 PM. Attendance will again be taken before homework begins.

At 5:00 PM, the Prep boys will be escorted from Jubinsky Hall to the Priory playground until the authorized person comes to pick up.

**ASC PICK-UP:** Parents may park in a numbered stall in the faculty parking lot after 3:30 PM. A parent or designated adult must sign out a student with initials and a notation of the time of pick-up. **Middle School siblings are not allowed to pick up Lower School students from ASC.**

**ASC Pick-up Procedures:** After School Care utilizes a checkout system to ensure that each child is dismissed to the proper person at the end of the day. Students will not be allowed to leave the After School Program unattended. Parents must walk onto campus and checkout with an ASC staff. Please speak directly to your child's teacher when dismissing a student from the Program. The students can help with this responsibility by getting into the habit of saying goodbye to their teacher. Students will not be released to anyone other than a parent, guardian, or person listed as an authorized pick up unless the student's parent notifies the After School Program prior to pick up time. If a staff member is unfamiliar with any person picking up a student, the staff member will ask to see a picture identification before the student is released. ASC closes at 5:30 PM. A late fee will of \$1.00 per minute will be assessed. If you cannot pick up your child before 5:30 PM, please notify the After School Program as soon as possible.

**ASC Homework Policy:** The After School Program stresses the importance of homework and sets time aside every day for the students to complete their assignments. Staff members are available to supervise the homework area and to assist the students with their work. Staff will circulate in the room and check in with students. Students are encouraged to ask for help when needed. Because of the number of students who require assistance during homework time, the staff members are unable to check each student's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor. We encourage the students to do their homework when it is assigned, using their time wisely and focus on his/her homework during the allotted time, and any incomplete work should be completed at home. During the remainder of the day, students are able to choose various activities such as supervised play on the playground, quiet reading, collaborative play, and arts and crafts. "Movie Day" is on Fridays or the last day of the school week.

#### **GENERAL INFORMATION: LION'S DEN (Kennedy Hall 102)**

**DAILY SCHEDULE FOR LION'S DEN:** Students monitor themselves by doing homework and socialized in the Lion's Den classroom or in the Ylang-Ylang courtyard. Students must sign in between 3:15 PM-3:30 PM. Students are encouraged to arrive on time. We will engage in corrective conversations with students who are frequently tardy to encourage timeliness and sense of responsibility. Parents may be asked for a conference if tardiness issues persist. Students may sign themselves out when the authorized person has arrived for pick up.

**LION'S DEN PICK-UP:** A student must tell the Lion's Den staff on duty that she is leaving campus and sign herself out. The Lion's Den closes at 5:30 PM. Students not picked up at that time will go to Sellon Hall in S-101 to sign in. A late fee of \$1.00 per minute will be assessed. Authorized parent, guardian, or person must sign out their student at ASC.

**K-8 ENRICHMENT CLASSES:** All enrichment classes take place on campus; therefore, no transportation/travel permission is needed. Enrichment classes for both ASC and Lion’s Den are offered for 10 weeks each semester. A few examples are Foreign Languages, Art, Drill, Dance and Cooking. Online registrations begin before the semester begins. Parents will receive a 50% refund if their child is withdrawn from an enrichment class one week prior to its beginning. There will be no refund once class begins. Parents will be notified if classes are cancelled or combined due to low enrollment.

**REGISTRATION FOR AFTER SCHOOL CARE, LION’S DEN OR ENRICHMENT CLASSES:** To enroll your student, please register using the ASAP Online Registration System ([standrewsschools.org/register](http://standrewsschools.org/register)). You may refer to the ASAP Online Registration Instructions, available on our After School Program page ([standrewsschools.org/afterschool](http://standrewsschools.org/afterschool)) on our school website. You have the option to pay by credit card or submit the completed registration form along with your check payment made out to St. Andrew’s Schools to:

St. Andrew’s Schools  
 Attention: Business Office  
 224 Queen Emma Square  
 Honolulu, HI 96813

For more information, please visit our After School Program page ([standrewsschools.org/afterschool](http://standrewsschools.org/afterschool)) on our school website.

**TUITION PAYMENTS:** Tuition is due on scheduled dates according to the payment plan you select. Delinquent accounts will result in dismissal from the program.

<b>ASC TUITION SCHEDULE</b>	
	<b>Due Dates</b>
\$1300 Annual Payment Plan	August 7
\$650 Semester Payment Plan (plus \$100 deposit required)	August 7 December 14
<b>LION’S DEN TUITION SCHEDULE</b>	
\$300 Annual Payment Plan	August 7
\$150 Semester Payment Plan	August 7 December 14

If payment is not **received** by the due date, a late fee of \$25 per payment period will be assessed. If payment is not received by August 25, 2017/January 5, 2018, your child will be un-enrolled and will be assessed the \$15 daily drop-in fee for ASC or \$5 daily drop-in fee for Lion’s Den.

**WITHDRAWAL:** Parents will receive a 50% refund if their child is withdrawn from ASC or Lion's Den by August 7, 2017. There will be no refund once school begins.

Parents will receive a 50% refund if their child is withdrawn from an **enrichment class** one week prior to its beginning. There will be no refund once class begins. Parents will be notified if classes are cancelled or combined due to low enrollment.

**DROP-IN FEE:** There is a \$15.00 drop-in fee for one day's attendance in ASC and a \$5 drop-in fee for Lion's Den. If you need our services because you have a change in schedule or are running late, and your student is not enrolled in the After School Program, please call Cheri-ann Shiroma at 532-2444 to make arrangements. Payment is due at time of pick-up to staff member on duty. Non-ASC/Lion's Den students who are not picked up by 3:15 PM will automatically be enrolled in the appropriate program for the day, and the drop-in fee will be charged. This fee will not apply when a newsworthy event occurs and causes a delay in pick up.

**LATE PICK-UP FEES:** There is **NO** grace period for late pick-ups. A \$1.00 penalty per minute (according to the ASC Program clock) will be charged. This fee is payable immediately to the staff person on duty.

**HEALTH REQUIREMENTS:** The health requirements for the After School Program are consistent with those necessary for enrollment in the regular school day.

**ILLNESS:** A student who becomes ill will be allowed to rest until a parent can pick up the child. In case of an accident, instructions on the student's profile and emergency form will be followed.

**MEDICATIONS:** After School Program staff are not allowed to administer any medication to children, including aspirin and/or Tylenol.

**EMERGENCY STATEMENT:** If a student requires immediate medical attention, the student's parent, physician, or authorized representative (if the parent is unavailable) will be called. The student will be taken to Kapiolani Children's Medical Center by ambulance if necessary. An administrator will stay with the student until a parent arrives at the hospital. If the student's physician cannot be reached, the emergency room physician will examine the student. Permission is granted by parent signature on the student profile.

**SNACKS:** Students in grades 1 - 8 may bring snacks from home or purchase snacks from the cafeteria snack window until 3:30 PM. Snack items range from \$.50 to \$2.00. Kindergarten students are not allowed to purchase snacks from the cafeteria.

**MICROWAVE OVENS/VENDING MACHINES for ASC:** K-5 students may not use the microwave ovens or vending machines. ASC staff will not operate microwave ovens or vending machines on behalf of the students.

**LIABILITY INSURANCE:** The After School Program is covered under liability insurance in accordance with St. Andrew's Schools.

**SPECIAL NEEDS:** Students with special needs are considered on a case basis. Consultation with the student's physician or special education teacher to determine the suitability of our environment is required.

**DRILL TEAM HAWAII:** St. Andrew's Schools is the home of Drill Team Hawaii. The Priory students on the Drill Team walk to their drill/dance classes that are held in The Priory's dance studio and activity room. A Drill Team Hawaii Prep Class is offered through the Enrichment Program for girls interested in trying out for the Drill Team or in taking beginning precision and jazz dance.

**FUNDRAISING:** The After School Program does not allow fundraising during its operations.

**DISCLOSURE OF STUDENT INFORMATION:** The school does not disclose student information to anyone without written permission by the custodial parent.

**BEHAVIOR MANAGEMENT:** The students and staff of the After School Program are asked to treat each other with respect, tolerance, kindness, and empathy. The rules and behavior expectations utilized by the After School Program will be explained to the students and reinforced.

**Empathy Advantage:** Students will be given reminders and redirection in order to encourage positive behavior and to understand how their actions affect others. They are encouraged to focus on the other person's thoughts, feelings and needs and calmly talk through problems. Our staff will guide students to 1) identify or describe the problem, 2) identify feelings, and 3) seek solutions to work out conflicts, understand another's perspective, or change uncaring behavior. When a Lower School student is disruptive or needs time to regain self-control, he or she will be guided to a comfortable, quiet spot, and then focus on taking deep, slow breaths to enhance self-regulation. Quiet periods will last approximately three to five minutes and will not exceed 15 minutes. The supervising staff person or Director of ASP and student will discuss behavior options before he/she returns to the group. Parents will be notified of their child's behavior and the choices he/she made to work on a solution by the staff member or Director of ASP.

Under no circumstances will a student be subjected to neglect, physical punishment, verbal abuse or denial of restroom facilities. Parents will be notified if a student exhibits unusual emotional or physical behavior that threatens the well-being and safety of the student or others. Parents and/or Director of ASP may request a conference.

**EMERGENCY DISMISSAL PROCEDURES: The After School Program will be closed whenever St. Andrew's Schools are dismissed early due to inclement weather or whenever there is an unexpected event that impacts the safe use of our site.**

