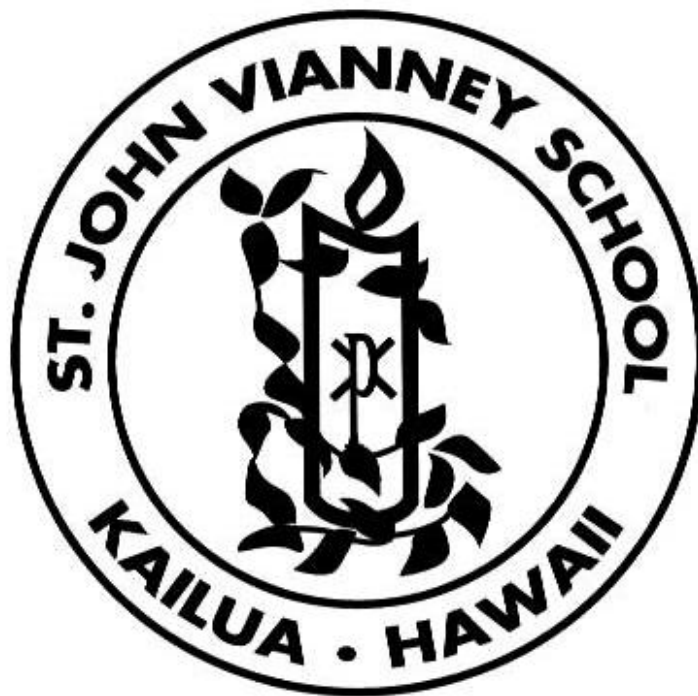


ST. JOHN VIANNEY SCHOOL



**Before & After
School Care Program
Grades K-8**

The *St. John Vianney School Before/After School Care Program* is an integral part of our school. The principal of the school is the Chief Administrator and delegates the running of the program to its Coordinator. It is our policy to operate within our State and Federal law and accept children with disabilities within reasonable boundaries by considering whether the acceptance would result in undue hardship to the school or child. Provisions will be made for any special needs on a case-by-case basis. Any concerns and questions about the program should first be discussed with the Coordinator. It is optional for students to wear face masks while on campus. This may change at any time.

The *Before/After School Care Program* runs only when St. John Vianney School is in session. The *After School Care Program* will **NOT** be available on the first and last days of school and on the last day of the second quarter before Christmas vacation. The *Before School Care Program* will be available on all school days except the first.

Our program is designed to promote the physical, intellectual, and social well-being of the children. This is done through free play and organized activities. These activities may include study hall, arts & crafts, creative movement, games, etc. No field trips will be planned. ***Children must bring their own afternoon snacks/drinks. We are a peanut/nut free school. Please do not bring any food containing peanuts/nuts or peanut derivatives.**

The *Before/After School Care Program* is available for St. John Vianney students over 4 years 8 months and under 15 years. Registration for the program must be on file in order for a student to participate in before or after school care. Admission requirements and enrollment procedures are detailed in the St. John Vianney Student/Parent Handbook. Our *Before/After School Care Program* does not participate in independent fundraising campaigns. Children and staff will not be involved in activities that would be detrimental to the children or program.

Hours of Operation:

BSC	6:30am to 7:15am, Monday through Friday
ASC	Dismissal Time to 5:30pm, Monday through Friday

Before School Care:

Its operation depends upon the number of students enrolled. If there is not enough interest in the program to make it viable, *Before School Care* will be suspended. Breakfast is not provided but children can bring their own.

Emergencies:

If a less serious illness develops while in After School Care, (fever, sore throat, persistent cough, stomach ache, vomiting, earache, etc.) or any other signs of illness, parents will be called to pick up the child. First aid for minor injuries will be administered by the After School Care staff. In case of serious medical emergencies, first aid will be administered and the school will call 911. Parents will be phoned immediately after the 911 call has been placed. If your child requires immediate medical attention and must be transported to the nearest hospital (Castle Hospital), a staff member will accompany your child and stay there until you or your representative assumes responsibility for your child's care.

After School Pick-Up:

Parents are required to sign out the children with staff personnel. Cars are not permitted past the traffic cones. **ONLY AUTHORIZED INDIVIDUALS DESIGNATED BY THE PARENT/GUARDIAN ON THE EMERGENCY FORMS WILL BE ALLOWED TO PICK UP A CHILD.** Please make sure the Emergency form is kept up-to-date. Inform staff of any changes or special requests you may have on any particular day.

Conduct:

Our After School Care Program operates under the auspices of St. John Vianney School. Both students and staff in *After School Care* are required to follow the same code of conduct that is expected during the school day. Students must obey all rules, listen to directions, share and be cooperative. Rules and regulations set forth in the school handbook are to be adhered to at all times. Failure to follow these rules may result in expulsion from the program.

Certification:

St. John Vianney Before/After School Care Program is licensed for 75 children over 4 years 8 months and under 15 years and meets child care standards in the State of Hawai‘i. The Statement of Operation Policies (DHS 952) is available for review upon request in the school office. It is also available on the school website: sjvkailua.org and posted in the classroom. Notification of any changes in services shall be made no later than thirty days after the date of the change. St. John Vianney carries liability insurance through the Catholic Mutual Relief Society of America and Brown and Brown Insurance Student Accident Plan.

FEES

Registration Fee - BSC & ASC	\$20.00 per family
Before School Care	\$50.00/month per child
After School Care(Full Time-28+hours)	\$200.00/month per child \$150.00/month - each add'l
Hourly(Under 28 hours/month)	\$ 7.00/hour per child \$ 5.00/hour each add'l
LATE PICK UP FEE (5:30pm)	\$20.00/every 15 minutes

You will receive an invoice via FACTS on the 15th of each month for the previous month. Fees are due in full by the end of the month.

Enrollment in FACTS auto pay for Incidental Expenses is required. This must be selected in your FACTS account.

PHONE NUMBER

772-5623