

**ST BERNARD  
AFTER SCHOOL CARE  
HANDBOOK**  
revised**2024**



## **PHILOSOPHY**

Saint Bernard After School Care (ASC) is a ministry that continues to nurture the Christian values and attitudes of our children. The ASC staff will strive to be appropriate role models who assist the Saint Bernard children in character development. Self-discipline, self-esteem, along with respect of self and property, are important values that will be addressed. ASC seeks to complement the job of the home, the school, and the parish community by joining this partnership in support of our children.

## **MISSION STATEMENT**

After School Care (ASC) is here to provide the children of St. Bernard's School (Preschool through grade 6) with a safe environment. It is designed for children whose parents work outside the home. We provide opportunities for the children to develop friendships, and to grow spiritually, physically, and mentally. Most of all, it is of vital importance that the children feel comfortable and have a great time in an organized and secure atmosphere.

## **AFTER SCHOOL CARE STAFF**

### **Director of Preschool/After School Care**

#### **Donna Bruno**

Childcare Providers are Donna Bruno, Michelle Carden, Tracy Rice, Beth Calvert

All staff members are responsible for a minimum of 15 hours of child care training. The state requires all child care givers to submit to a Criminal records check, CAN check, and receive a T.B. risk assessment.

PHONE NUMBERS Donna Bruno Office - 239-5178 Ext. 117 E-mail – [dbruno@stbernardlou.com](mailto:dbruno@stbernardlou.com)

**- After School Care (Preschool Bldg. phone) 239-5178 Ext. 2401 and 2402 (3:00-6:00 p.m.)**

St. Bernard FAX – 239-9025

## **DISCIPLINE**

Saint Bernard After School Care (ASC) is a Christian community where all members are called to treat each other with love, dignity and respect. We are a Peace Builder's School. The primary purpose of discipline is to assist our children in the development of self-control and the ability to assume responsibility for their actions. Our ASC staff will provide the children with opportunities to discuss their problems, and compromise or resolve their differences. The staff will be observant, consistent, and respectful of the children and their needs and will expect the children to show respect for their position and authority as a child care provider.

## **STUDENT RECORD INFORMATION**

Please notify ASC when any registration information changes. Such information includes changes in address, telephone numbers, places of employment of parent or guardian, emergency numbers, transportation that is temporary, marital status, and/or custodial rights.

## **PEACE BUILDER'S PLEDGE**

### **I Pledge...**

- **To Praise people**
- **To give up put-downs**
- **To seek wise people**
- **To notice and speak up about hurts I have caused**
- **To right wrongs**

## **DAILY ROUTINES**

Children will be dismissed to ASC at 3:00 p.m. Children will be checked in on the daily attendance schedule. First through sixth Grade will meet in the hallway near the restrooms and walk to the ASC Building with ASC staff. Kindergarten is walked over by a school staff member.

All children are offered snacks and a drink each day. We encourage a child to eat and drink at snack time.

Children are not permitted to eat food that they have brought from home unless a specific concern has been discussed with the director.

An opportunity for the children to change clothes is also provided. Please label all belongings. We are not responsible for lost items. Please leave toys at home.

Children grades 2-6 are given the opportunity to work on homework. Every effort is made to offer a quiet environment and appropriate space and time to get work done. We encourage parents to discuss expectations concerning homework with his/her child and to check work done at home. It is important that the children take advantage of this time and use it wisely.

A variety of activities are available: organized gym time, outdoor play, games, cards, centers, toys, music and movement, arts and crafts, etc...

## **SIGN OUT**

No child shall be sent home with anyone other than those authorized by the child's parent/guardian on the Registration form without written documentation.

If other plans are arranged for your child on a day he/she is scheduled to attend ASC, please send a note, email or fax message. If there is an emergency, a note may be emailed or faxed to St. Bernard at 239-9025.

A note is required if your child will be leaving early from ASC for an activity. The note needs to state the activity and the name of the person picking up your child. That person will need to sign out your child before he/she will be allowed to leave. If your child is in an activity immediately following the school day and is coming late to ASC, the person in charge of the activity must see that your child gets signed in when he/she arrives. St. Bernard ASC is not responsible for children until they reach our care by someone in the main school building. This procedure is, of course, for the safety of the children

## **CHILD ABUSE**

Kentucky law requires that Child Caregivers report any and all suspected child abuse to the appropriate authorities. ASC's staff will accept their responsibility and act accordingly.

## **NOTICE OF NON-DISCRIMINATORY POLICIES**

ASC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of religion, sex, race, color, national and ethnic origin in administration of its educational policies, scholarship, or other parish administered programs.

## **ILLNESS POLICY**

Should a child become ill in after school care, he/she may be isolated in a supervised area away from the other children. A parent or authorized person will be contacted immediately. Caregiver or parent will be contacted and the child will need to be picked up within one hour of being called by our staff. Any child showing signs of a communicable illness will not be admitted to ASC.

## **MEDICATION POLICY**

No medicine will be given to a child unless prescribed by a licensed physician along with a medication form signed by the parent of the child each day medication is necessary. ASC will keep a written record of all medication given. Prescriptions must be in the original container and properly labeled with the child's name. Refrigeration is available. Non-prescription (over the counter) medicine cannot be dispensed. All medication including emergency items such as Epi Pens or inhalers, must be given to a staff member to be stored safely. It is the responsibility of the parent/guardian to make the staff aware of any allergies or emergency medication may be needed by a student. Please notify the director of any medication your child uses on a regular basis or allergies your child may have.

## **INJURY/ACCIDENT POLICY**

All treatable injuries and accidents will be reported on an Accident Form that must be signed by the parent and returned to ASC. In the case of a serious injury, the child's parent or guardian would be contacted immediately. Any injury that occurs while in after school care that needs medical treatment must be reported to the director.

## **LICENSING**

ASC operates under the guidelines and regulations of the Kentucky Cabinet for Children and Families. Our License must be renewed annually after an inspection by a C.H.R. representative. This visit is unannounced. We are reviewed in these areas: general administration and records, staffing, staff/child ratio, physical facilities and equipment, and health and safety regulations.

## **FIRE AND SAFETY REGULATIONS**

Fire drills may be conducted each month so the children will be ready to evacuate the building. We respond to all weather watches and warnings. During a tornado drill, the children will be taken to the main hallway where they will kneel on the floor facing the wall and cover their heads with their hands. For an earthquake, children will move away from the windows and take shelter under the tables. In the case of a man-made disaster where evacuation is required, arrangements will be made to transport the children to a "safe" place. Other man-made disasters may require the children to remain in the building or exit the building to a safe place on the school grounds. Parents will be notified as soon as possible.

## **EMERGENCY CLOSINGS FOR ASC**

The decision to close schools due to weather conditions will be announced via local radio and television stations. We will also be using FLOCKNOTE. When the announcement is "All Catholic Elementary and Catholic High Schools in Jefferson County are closed," ALL activities at Saint Bernard for the day and evening including ASC, athletic events, meetings, Mass will not be held.

## **DAYS OF OPERATION SAINT BERNARD ASC**

Saint Bernard After School Care follows the Saint Bernard School calendar. When Saint Bernard is open, ASC will be open and when Saint Bernard is closed ASC will be closed. After School Care will not be open when school has an early dismissal.

## **SAINT BERNARD TAX I.D.# 61-0644954**

### **Saint Bernard After School Care Rates**

Please go to [www.stbcatholicschool.com](http://www.stbcatholicschool.com) for current tuition rates

### **Registration (Nonrefundable) - \$50.00**

Full time payments will be made on a monthly basis, September through May. Part time payments will be made at the end of the month, August through May. If you are more than 30 days behind on your payments, your child or children will be unable to attend after school care until payments are made.

### **Late Fee**

After school care is available as a service to families from 3:00 pm until 6:00 pm. Parents or guardians who are late to pick up children may be assessed a late fee of \$10 for every 10 minutes late past 6:00 pm. If you are running late or stuck due to traffic, please call and make the after school care staff aware of your situation.

### **Payments**

**ASC** payments are made each month for full and part time families. Payments should be made within the first week of the new month. Reminders will be sent for those families that do not pay in a timely manner. If a family is more than a month behind on the payments and has not contacted the director to make payment arrangements, the child or children will not attend the after school care program until the account is brought up to date.

Payments can be made by check (given to the director) or credit card (in the main office).