

Cardinal After School Team (C.A.S.T.)

It is the purpose of the Cardinal After School Team (C.A.S.T.) to provide a safe and fun after school program for the children and working parents of St. Clement School. C.A.S.T. seeks to provide an educational and recreational alternative to parents for adequate after school care for their children in grades kindergarten through sixth grade. Students will be able to participate in a variety of activities such as crafts, indoor and outdoor play, games, and homework assistance.

The following material is presented as an “ongoing handbook” for the Cardinal After School Team (C.A.S.T.). We have tried to include all of the information that would be important to your child’s safety and the basic operation of the program. However, as we look forward to next school year, some changes may be necessary or you may have some ideas, which should be included. We welcome your suggestions as we all work together to make this a happy and worthwhile experience for us all.

PROGRAM OBJECTIVES

1. To provide students and parents with an alternative to having a child unsupervised after school.
2. To provide a supervised school-aged child care program for the safety and welfare of our children.
3. To foster positive attitudes toward St. Clement School.
4. To enhance the children’s emotional, social, and physical growth through the use of art, games, and other recreational and educational activities.
5. To provide an opportunity for assistance with homework in various subject areas.

Introduction

The Cardinal After School Team (C.A.S.T.) is a program designed primarily for children of working parents, to help parents insure quality care for their children after school. The program is limited to students of St. Clement School.

Location and Activities

C.A.S.T. will be located in the school library (Room 106) on the first floor past the school office and computer lab and will operate from 2:15 – 5:30 p.m. The daily schedule is listed below with the approximate time of each activity (activities and times may vary):

2:15 – 2:30	Transition from classroom to program (greeting, attendance, restroom break, time for changing clothes)
2:30 – 3:30	Homework
3:30 – 4:30	Snack Time Recess (at Park Place Park or school gym when available)
4:30 – 5:30	Playtime, Games, Crafts, Computers

We will have a movie day with popcorn on Fridays, since not much homework is given on Fridays.

Schedule

The C.A.S.T. will follow the same schedule as St. Clement School. The C.A.S.T. will not operate on days when St. Clement School is closed such as holidays, holy days, teacher-in-service or conference days, snow days, or **early dismissal on half days**, etc. Parents are responsible for securing alternative arrangements on those days for their children.

Monthly Calendars

Monthly calendars will be given to parents for our daily attendance. Parents are to fill in the days their children will be attending the C.A.S.T. The calendars are due before the first of each month. It is very important that we receive the calendars on time because it will help us keep our attendance accurate. Even if your child attends 5 days a week, it is still very important to fill out a calendar each month for security reasons. Ideally, payment and calendars will be delivered together.

Payment and Late Fees

Payments are due the first day of the month that your child attends the C.A.S.T. The cost of the program is \$10.00 a day for one child, \$18.00 a day for two children per family, \$25.00 a day for three children per family, and \$30.00 a day for four children per family. Tax receipts will be provided upon request.

You are not required to pay for days in which the school is not in session (like holidays), these days are marked off on the monthly calendars. You are required to pay for the child absences unless your child has a prolonged absence of 5 or more school days in a row. Snow days or any other day in which school is cancelled, that was not originally marked on the monthly calendars, will not be reimbursed.

A \$5.00 fee will be charged for late payments. A payment is considered late if received after the first Friday of the month that your child attends the C.A.S.T. There will be a \$5.00 fee charged for each five minutes after 5:30 p.m. if a child is not picked up on time, and a \$25.00 fee for any check that is returned.

All checks should be made out to C.A.S.T. Cash and checks along with monthly calendar, should be placed in an envelope with the child's name, fee amount, and month of payment it is for on the outside of the envelope. Children at no time should handle payments. If requested, receipts will be given. Non-payment of fees is an administration problem and will be treated very seriously. Delinquent accounts, unless arrangements have been made with the C.A.S.T. Director, will be grounds for dismissal. Checks may be dropped off at the school office, but if you are paying in cash, payments should be given directly to the C.A.S.T. instructors.

Signing In and Out

A daily sign-out sheet will be in the room everyday. The individual picking up the child must come to the C.A.S.T. room and sign their name. A child will not be released to an individual whose name is not listed on the release form unless the parent sends a signed note that morning. Proper I.D. will be required before a child will be released. Children are to be picked up at the back door of the school (door located by the van), where a doorbell is located which will ring directly into the C.A.S.T. room.

Emergency Medical Form.

Emergency medical forms need to be completed for the C.A.S.T. as soon as possible. Please return the form with your registration.

General Policies and Discipline

The rules of the C.A.S.T. will be modeled after the policies and procedures of St. Clement School as to conduct and discipline. If any serious problems arise, parents will be notified by the C.A.S.T. Director. Continued inappropriate behavior may be cause for removal from the “team”. A warning will be given before removal occurs. Our approach to discipline focuses on self-control. Rules are developed and limits are set in order to prevent any physical or mental harm to any of the children or the property. We feel our goal is best accomplished by utilizing the following guidelines:

1. Instructors are to act as limit setters. They listen, clarify, and support choices.
2. Positive language and manners will be used to communicate limits.
3. The environment will be structured to help children remember limits.
4. Children are recognized with praise for respecting limits.
5. Children will be positively rewarded for consistently good behavior.

A child who is having a problem staying within the guidelines of the “team” will be removed from the group to a designated time-out area until they are able to return and deal with the situation in an acceptable manner. The child’s name will be recorded. For serious or recurrent problems, notification will be given to the parents via a written note or telephone call.

Expectations for Behavior

As members of a Christian and caring community, the children will be expected to respect the staff, the materials, the environment, and each other. They must never leave the building or the grounds without the explicit permission of the C.A.S.T. Staff. Such permission will only be granted by the explicit written orders of the parent or guardian.

Attendance

Attendance will be taken each day. If your child is ill and will not be attending the program, please inform the school secretary. There are no credits or refunds for sick days unless exceeding five school days in a row.

Inclement Weather

The C.A.S.T. inclement weather policy will coincide with the St. Clement School policy.

In the event that weather makes it impossible for you to pick up your child by 5:30 p.m., please call the C.A.S.T. at 641-2137 ext. 106. A staff member will answer your call and will stay with you child until the child is picked up. Late fees will not apply.

Phone policy

The children will not be allowed to call out unless it is an emergency. Parents may call their children any time.

Snacks

Snacks will be provided to your child. Please make the C.A.S.T. Director aware of any food allergies your child has.

Toys

Children may enjoy bringing their own toys to the C.A.S.T. However, we must stress that we cannot be responsible for these toys should they become lost or broken. So the children can bring toys at their own risk!

The C.A.S.T. Registration Form

Please Print

Child's Name: _____ Date of Birth: ___/___/___

Address: _____ Zip: _____ Phone: _____

Father's Name: _____ Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Father's Place of Employment: _____

Mother's Name: _____ Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Mother's Place of Employment: _____

Does your child have any allergies or take any special medications? _____

If yes, please explain: _____

Chronic conditions (asthma, epilepsy, etc.): _____

Physicians: _____ Phone: _____

Dentist: _____ Phone: _____

Preferred Hospital: _____

My child will be registered for the following type of care: Full time (5 days a week)

Part time (please circle days needed)

M T W Th F

Please list below **ALL** persons that are allowed to pick up your child from C.A.S.T.

Father's Name: _____

Mother's Name: _____

Name: _____ Relationship: _____

Address: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

Name: _____ Relationship: _____

Address: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

My child, _____, has my permission to participate in the C.A.S.T. at St. Clement School. I understand that this program includes, but is not limited to study groups, crafts, movies, and other recreational programs (to include parks). I further agree to indemnify the Archdiocese of Cincinnati and the Cardinal After School Team (C.A.S.T), shall not be held liable for any injury or loss of clothing, school books, toys, etc. which my child may sustain while participating in this program.

Parent/Legal Guardian Signature

Date

**Registration Fee: \$25.00 non refundable registration fee (per child) due upon registration.
ARCHDIOCESE OF CINCINNATI AND CARDINAL AFTER SCHOOL TEAM**

RELEASE AND INDEMNIFICATION OF THE MEDICAL POWER OF ATTORNEY

1. I, the lawful parent or guardian of _____, release from all liability, and indemnify and hold harmless the Archbishop of Cincinnati, both individually and as trustee for the Archdiocese of Cincinnati and all parishes with the Archdiocese, and the officers, agents, representatives, volunteers, and employees of either the Archdiocese or any parish thereof (agents), and the Cardinal After School Team (C.A.S.T.) from any and all liability, actions, causes of actions, claims, judgments, cost or expenses, including attorney fees, known or unknown at this time, arising out of or in any way related to any injury or illnesses incurred by my child while participating in or traveling to or from the activity.
2. I agree to instruct my child to cooperate with all agents of the Archbishop in charge of the activity.

Parent/Legal Guardian Signature

Date

**CONTENT FOR EMERGENCY MEDICAL TREATMENT
AND HOLD HARMLESS AGREEMENT**

I, the lawful parent or guardian of _____, give permission for emergency medical treatment of my child for illness or accident if we cannot be contacted at the numbers listed on the registration first, and below second.

Persons to notify other than Parent or Guardian in the case of emergency:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Parent/Legal Guardian Signature

Date