

St. Alphonsus Catholic School Cougar Club

2023-2024 School Year Parent Information Packet

The St. Alphonsus Cougar Club is an on-site after school childcare program for children in 3K – 8th grades. Each day the students have the opportunity to participate in a variety of activities. The activities include outdoor playtime, gym time, arts and crafts, games, toys, and reading. In addition, the students will have the opportunity to work on their homework.

Snacks are not served at the Cougar Club. Each student may bring their own **nut-free** snack to eat while they are in Cougar Club.

REGISTRATION

Deadline to register for participation in August/September, 2023 is Friday, August 18, 2022.

HOW DO I REGISTER?

Process for the 2023-2024 school year will be released soon.

RATES

<u>Type of Care</u>	<u>Time Available</u>	<u>Fees</u>
1.5 Hour After School Care	2:45 - 4:30 p.m.	\$ 8.00
3.0 Hour After School Care	2:45 - 6:00 p.m.	\$14.75

HOURS OF CARE

* Childcare will be available every school day from 2:45 p.m. - 6:00 p.m.

* The program will be closed on Early Release day and when school is closed. This includes both school vacation days and emergency closure days, i.e. snow days.

CALENDAR SUBMISSION

Each month you will be required to submit a calendar that indicates the dates your child will require care. The calendars and their applicable due dates are posted on the St. Alphonsus website. **A fee of \$5.00 will be charged for calendars submitted after the due date or for calendars that are not signed and dated.**

When you pick up your child, you will need to **initial and note the pickup time** in the “Cougar Club Sign Out” book. You will be charged \$8.00 for all sign-outs timed between 2:45- 4:30 pm and \$14.75 for all sign-outs timed between 4:31 – 6:00 pm.

When completing the monthly calendar please indicate any activity which your child will be participating in prior to coming to the Cougar Club – Girl Scouts, Boy Scouts, Children’s Choir, Forensics, etc.

There is not a minimum required number of days per week or per month that you are required to participate.

SCHEDULE CHANGES

If you need to make an addition or cancellation to your child’s calendar, please email the Cougar Club at cougarclub@st-alphonsus.org or call the school at 421-1760 and request to be connected to the Cougar Club – ext. 825.

Please indicate the following information on the message:

1. Your name
2. Child’s Name
3. Date for which you are making the change
4. Change needed: addition or cancellation

The messages are check each day when the staff arrives at 2:30 pm.

Please do not make changes directly on your child's attendance calendar. The page in the "Sign Out Book" is not used to take daily attendance and additions and cancellations may not be noted if you make changes directly to the page. You will not receive a refund for cancellations made by crossing out dates on the calendar.

The following fees will apply if you need to make changes to the calendar:

1. Additions:

- **\$2.50 fee** per child to add a date to the calendar

2. Cancellations:

- You will be charged \$2.50 per child for a cancellation made 15 days or more prior to the date you need care.
- You will be charged the minimum daily care fee of \$8.00per child if you cancel less than 15 days prior to the date you need care.

If your child is sick and does not attend school or leaves school early because of an illness, you will not be charged for that day of care.

EXCEPTION to CANCELLATION POLICY

BEHAVIOR GUIDELINES

The service being offered is an extension of the school day. As a result, the children are expected to follow the same guidelines and rules that are expected in school. Personal electronic devices may not be used in Cougar Club. Cellphones may not be used in Cougar Club.

LOCATION

The program will be held in the Multi-Purpose Room of the school.

PICK UP

Parents can pick up their child by ringing the green doorbell on the left side of the door labeled “Cougar Club” on the North side (Churchway Street) of the school. A staff member will release the door for parents.

SIGN-OUT

A parent or parent-designated individual will sign the child out of the program each day by initialing and writing the time of departure on their child’s calendar page in the “Sign Out Book.” The “Sign Out Book” is used to calculate the fees owed at the end of each month.

LATE PICK UP FEES

If you are delayed and cannot pick up your child by 6:00 p.m., please contact the program at 421-1760 ext. 825. The first time you pick up your child after 6:00 p.m., there will be a \$1 per minute late fee. The late fee will increase by \$1 per minute for each subsequent violation. If you are late picking up your child more than 3 times in a month you will no longer be able to use the program.

BILLING

A copy of your calendar with the total amount due will be sent home with your child through backpack mail on **approximately** the 10th day of the following month. The total amount due will reflect the amount owed for the services provided during the prior month. **The total amount due will be added to your school billing account each month.**

SICKNESS

If your child becomes sick while attending the program, he/she will not be allowed to stay. A staff member will contact emergency contacts -- in this order: mother, father, emergency contacts -- listed on the registration form and request that the child be picked up from the program.

IN CASE OF EMERGENCY

If you need to contact your child while he or she is attending the Cougar Club, please call the Cougar Club Phone at 421-1760 ext. 825. This phone is monitored each day from 2:30 p.m. – 6:00 p.m.

CONTACT

If you have any questions or concerns about the program, please contact Stacey Pagac, Program Coordinator at cougarclub@st-alphonus.org or 421-1760 ext. 825.