

WELCOME TO
Sacred Heart After-School Resource Program

SHARP

The mission of SHARP is to provide quality after school care, learning support and Christian values.

INFORMATION:

For registration and information, contact the school office, 507-835-2780.

RATES FOR SHARP:

- School Year Registration Fee: \$25.00 per family
- The basic rate for the **SHARP** program will be \$2.60 per hour per child
- Billing begins at 3:00 p.m. and continues in 15 minute increments. For example, if you pick your child/ren up at 4:05 p.m. you will be charged through 4:15 p.m.

ENROLLMENT:

SHARP serves children in grades K-4. To enroll, completed registration materials, plus the registration fee of \$25 and estimated fees for the first month must be submitted prior to the child's starting date.

GENERAL INFORMATION:

Your child/ren will be divided all year long into age groups (K- 2 and 3-4). A large motor activity, snack, homework help, enrichment activities, and academic tutoring will be provided. **SHARP** will be in operation on the days that Sacred Heart School is in session. It will be located on the first floor of the school.

HOURS: 2:50 p.m. until 5:30 p.m. on school days. During non-school days **SHARP** will not be in session. If school is cancelled due to weather, **SHARP** will not be in session. If school is dismissed early due to inclement weather, **SHARP** will remain open one hour beyond dismissal time to allow parents time to arrange for pick-up. **The most accurate way to find out if SHARP is closed would be to call the school office at 835-2780.**

SNACKS: Snacks will be provided.

PROGRAM SCHEDULE:

- 3:00 p.m. Snack/Large Motor Activities
- 3:30 p.m. Break Out (K-2) and (3-4)
Homework/Enrichment/Tutoring or Computer/Library
- 4:30 p.m. Large Motor Activity – Playground or Gym
- 5:00 p.m. Group Activity
Board games, crafts, read aloud, movies, card games, etc.

MOVIES: **SHARP** will occasionally watch movies. We will not show any movies rated PG-13 or above. The ratings of movies we will show are G and PG. Please let the staff at **SHARP** know if your child/ren is not allowed to watch G or PG movies. We will find alternative entertainment for your child/ren during this time.

DAILY PROCEDURES:

1. Please sign out on the clipboard. **SHARP will only release a child/ren to authorized parent/guardian or persons indicated on the registration form.**
2. Please check the DAILY message board for any important information.
3. Check with a staff member immediately if you have any questions or concerns.

BEHAVIOR MANAGEMENT POLICIES/PARENT GREIVANCE PROCEEDURE:

We at **SHARP** want you to know that our main concern is that ALL children have a quality experience. **SHARP** will follow the discipline policies set in the Sacred Heart School Student Handbook. The quality of the experience is lessened for all when someone refuses to cooperate for the good of all. **SHARP** will not accept behavior from staff or students that does not follow the policies in the School Handbook.

CHILD ABUSE AND NEGLECT:

State law requires **SHARP** staff to report suspected cases of child abuse or neglect to the proper authorities.

FINANCIAL INFORMATION:

1. **A Registration Fee:** A registration fee is required upon enrollment in the program. The registration fee of \$25.00 per family must be paid by August 15. The fee reserves your child's space in the program, and helps to provide for administration fees, crafts and supplies.
2. **Contract:** The **SHARP** contract/registration form must be completed prior to enrollment. **SHARP** will provide a monthly attendance contract that needs to be completed and returned prior to the first of each month.
3. **Payment Policy:** The payment policy includes completing a contractual agreement upon registration. All charges for **SHARP** will be billed according to the contract and your child/ren attendance roster. **The registration fee and estimated fees for the first month are due at the time of registration (the school office will help you in determining this initial amount).** Bills will be sent at the beginning of each month with your parent newsletter.

LATE/NON-COMPLIANT FEES:

All children must be picked up by 5:30 pm. You will be charged \$1.00 per child for every minute you are late picking up your child/ren (e.g. If you pick up your child at 5:37 p.m. you will be charged an additional \$7.00 for the day). **After the 3rd late incident your contract will be terminated. If a child is left at SHARP later than 6:00 p.m. and SHARP has not been contacted by the child/ren's parents, the police will be called and the child/ren will be taken into their custody.**

POLICY FOR RELEASE OF CHILDREN:

If a person other than the parent or a pre-designated person is picking up the child, **SHARP** staff must be notified and a name and description of that person must be given. That person will be asked to show proof of identification when they pick your child up.

SHARP will not release a child to any person or persons without prior consent by the parent/guardian. If an unauthorized person arrives to pick up a child, the parent/guardian will be contacted by phone for permission.

SHARP cannot legally keep any parents (including step-parents) from picking up a child from **SHARP** without having a copy of the restraining order from the courts. If there is a restraining order, a copy must be on file with the program. If a parent does break the restraining order and takes his or her child, the authorized parent will be notified and the police will be called.

UPDATE OF EMERGENCY INFORMATION:

All information on the registration papers must be kept current. It is the responsibility of the parents to inform **SHARP** of changes in the following information:

- Parent(s)/guardian home address; home, work and cell phone numbers.
- Child's physician, address, and phone number
- Persons authorized or not authorized to pick up the child at our location
- Persons to contact in a medical emergency if a parent cannot be reached.

There is NO NURSE on staff monitoring any situation that may arise. In the event of a medical emergency or accident, **SHARP** staff will administer first aid. When necessary, 911 will be called and the child will be transferred by ambulance to the nearest medical facility. Staff will immediately make every effort to notify the parent or persons on the registration papers. The parent or guardian is responsible for all medical charges

MEDICAL EMERGENCY / ILLNESS / MEDICATION:

If you are going to be away from your place of work or home for the day, be sure to leave a phone number where you can be reached in the event that your child is involved in a medical emergency.

If a child becomes ill, whenever possible, the child will be isolated from other children. Parents or emergency contacts will be notified to pick up the child as soon as possible.

There is absolutely no dispensing of prescription or over-the-counter medications at **SHARP** by staff at any time. If your child/ren needs medicine throughout the day, it is your responsibility to administer the medication to your child/ren and the medicine cannot be kept at our facilities.

INSURANCE:

Medical insurance coverage for children is the responsibility of the family. **SHARP** assumes no responsibilities for injuries or illnesses which children may sustain as a result of participation in activities (e.g. jumping, climbing, running, swimming or other activities that involve inherent risk).