



After School Care Handbook

2025-2026

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After School Care

St. Leo Catholic School is pleased to offer a structured and supportive after school care program for enrolled students. The After School Care Program is more than just supervision—it is a valuable extension of the school day where students can unwind, connect with friends, and engage in purposeful activities before heading home. Each afternoon includes:

- Homework supervision, with a quiet, structured space and staff support
- A school-provided snack
- Meaningful time for outdoor play, creative arts and crafts, and enrichment activities that encourage social interaction, creativity, and exploration

Our goal is to create a calm and productive atmosphere where students feel supported, engaged, and safe at all times.

Students do not have access to computers or electronic devices during Before or After School Care. This includes personal phones, smartwatches, tablets, and any other internet-enabled devices. All technology expectations outlined in the school's phone policy apply during extended care hours.

Program Hours

- **Regular Schedule:** Dismissal until 5:30 PM
- **Late Pick-Up Policy:** After School Care ends promptly at 5:30 PM. All students must be signed out by 5:30 PM. Families arriving late will be charged a late pick-up fee of \$2 per minute per child beginning at 5:31 PM. This policy is in place to ensure the safety of students and to respect the time of our staff. Repeated late pick-ups may result in suspension or removal from the program.
- **Early Dismissal Days:** After School Care is not typically provided on early release days. However, extended care may be offered on certain early dismissal days—such as teacher workdays or parent conference days—for an additional fee. Advance registration is required, and availability will be communicated ahead of time.

Registration

To ensure adequate staffing and a safe, structured environment for students, **families are required to pre-register** for Before School and/or After School Care services each school year. This registration is free of charge and essential to our planning process. Pre-registration must be completed before the first day of school.

While we understand that family needs may change throughout the year, it is highly encouraged that all families pre-register for these services—even if they anticipate using them only occasionally or as a drop-in option. Pre-registration allows us to prepare staffing and maintain compliance with safety standards and student-to-staff ratios.

Late Registration Fee:

Families who use Before or After School Care without having submitted a registration form in advance will be charged a **\$40 late registration fee**, in addition to any applicable daily care fees. This fee is necessary to offset the administrative burden of last-minute enrollments and to ensure proper staffing for the safety and supervision of all students.

We thank you for your cooperation in supporting a safe and organized program and for helping us provide quality care in alignment with our mission to educate and form the whole child.

Program Options & Rates

Families may select one of the enrollment options to best fit their scheduling needs. All plans require annual registration.

Families registered for half-time (HT) must pick their student(s) up before 4:30 pm every day after school care is used. Students signed up for half-time that are picked up after 4:30 will be billed the full day drop in rate each day they are picked up after 4:30 pm. Only one excused late pick up will be permitted per school year on the half time plan. At this first late (past 4:30) pick up, families will be notified and will sign acknowledgement of the policy.

Families registered for full-time (FT) will have until 5:30 pm to pick up their student(s). If a student is picked up after 5:30 PM, a late fee will be assessed. See additional information below.

After School Care Plan Fee Schedule Per Month

	1 Day	2 Day	3 Day	4 Day	5 Day
1 Child - FT	\$66	\$117	\$168	\$211	\$248
1 Child - HT	\$33	\$59	\$85	\$106	\$124
2 Children - FT	\$119	\$213	\$303	\$380	\$446
2 Children - HT	\$65	\$107	\$151	\$190	\$223
3 Children - FT	\$158	\$286	\$404	\$506	\$594
3 Children - HT	\$79	\$143	\$202	\$253	\$297
4 Children - FT	\$194	\$353	\$498	\$624	\$736
4 Children - HT	\$97	\$176	\$249	\$312	\$368

Drop-In Care (Infrequent or occasional use)

Drop-in care is ideal for families who use After School Care on an infrequent or emergency basis.

Drop in Fee Schedule

- Students will be charged \$10 per day per student if picked up by 4:30pm.
- Students will be charged \$16 per day per student if they are picked up after 4:30pm.
- Half Time students are to be picked up by 4:30pm. Students will be charged as Full Time after 4:30pm.

Please note: Drop-in use is permitted only for students who are pre-registered. Late registration incurs a \$40 one-time fee in addition to the daily drop in rate (see Registration Policy).

Important: If a student registered for a monthly plan, attends After School Care more than the number of days prepaid for, the drop-in rate of \$16 per additional day will be billed to the family's account.

Additional Information

- Monthly rates are billed in advance regardless of attendance. Additional fees (late fees and/or added days) are billed at the end of the month.
- Parents must select a care level during pre-registration. Please see the section on Changes to Enrollment Status for how to adjust your plan.
- All students must be signed out by 5:30 PM. Families arriving late will be charged a late pick-up fee of \$2 per minute per child beginning at 5:31 PM. This policy is in place to ensure the safety of students and to respect the time of our staff.
- If a student is not picked up from regular dismissal by 3:10, they will be brought to after school care and any applicable charges will be billed to their FACTS account.

After School Care Sign-In/Sign-Out Procedures

To ensure safety and efficient communication, all families must follow the established pick-up process:

1. All students must be signed in and out daily.
2. Parents/Guardians are responsible for signing students out of ASC. ASC staff will sign students in upon arrival.
3. When you arrive to pick up your child from After School Care, call the designated After School Care number: 336-748-8252 ext. 239 (available 3:00–5:30 PM)
 - a. All students must be picked up no later than 5:30pm.
 - b. A reminder phone call will be made to the primary contact at 5:30pm.
 - c. If no response, staff will proceed to contact other individuals listed on the emergency contact list.
4. A staff member will inform you of your child's current location based on their activity and direct you to the appropriate pick-up area.
5. Students will only be released to individuals listed on the authorized pick-up form. ID may be requested.

Vendor-Sponsored After-School Activities

Extracurricular activities hosted by outside vendors take place at St. Leo School after regular school hours. To participate, students must be registered directly with each individual vendor.

At the conclusion of the activity, any student who has not been picked up will be escorted to After School Care. Please note: If your child is not already registered for After School Care, the Drop-In rate and a late registration fee will be charged to your FACTS account (For details, see the *Registration and Drop-In* section).

1. All vendors must escort students to and from After School Care.
2. Students should not be left unsupervised or sent independently.

Vendor Schedule

Monday	Tuesday	Wednesday	Thursday
Crazy Running <ul style="list-style-type: none">- Soccer Field- 3:00pm	Violin - BSC <ul style="list-style-type: none">- Youth Room- 7:15am Band - ASC <ul style="list-style-type: none">- Library- 3:30pm	Violin - BSC <ul style="list-style-type: none">- Youth room- 7:15am Band - ASC <ul style="list-style-type: none">- Library- 3:30pm	Soccer Shots <ul style="list-style-type: none">- Soccer Field- 3:00pm
Ballet <ul style="list-style-type: none">- Music Room- 3:15-4:00pm	Taekwondo <ul style="list-style-type: none">- Music Room- Tiny Tigers 3:00pm- Kids 3:45pm		Public Speaking <ul style="list-style-type: none">- 4th Grade Classroom- 3:00pm

Behavioral Expectations

Students are expected to uphold the same behavioral standards during Before and After School Care as they do during the school day:

- Show respect for staff and fellow students
- Follow directions promptly
- Stay in assigned areas
- Respectful, responsible and virtuous behavior is expected at all times.

Disruptive or inappropriate behavior may result in a warning, temporary suspension, or dismissal from the program at the discretion of the Auxiliary Services Supervisor.

Rules

1. Respect – Speak and act with kindness to all students, teachers, and staff.
2. Self-Control – Use quiet voices and calm movement in the hallways and shared spaces.
3. Obedience – Follow adult directions the first time, and ask permission before leaving any space. Stay with an adult at all times.
4. Charity – Respect the personal space, dignity, and belongings of others.
5. Courtesy – Use good manners and cooperate with others.
6. Stewardship – Care for our school, church, and all that God has entrusted to us.
7. Temperance – Practice self-discipline and think about your words or actions.
8. Responsibility – Follow our school policies for technology and personal devices.
9. Order – Follow the daily schedule, respect quiet time, clean up after yourself and organize personal belongings. Please always bring something to work on/read.
10. Kindness – Speak with words that lift others up and reflect the heart of Christ.

Virtue-Based Merit System

ASC virtue-based merit system is in place for all students.

- When a student demonstrates virtuous behavior, they will receive a token (e.g., paper slip or badge) on which to write their name and place it in the designated rewards bin.
- Names will be drawn weekly or monthly for special rewards. Students do not need to be present to win.

Behavioral Consequences in ASC

1. First Offense: Verbal warning issued.
2. Second Offense: Student must complete a Reflection Sheet, which includes:
 - a. A description of their behavior.
 - b. Why the behavior was inappropriate.
 - c. A more virtuous alternative.
 - d. Explanation of which virtue was not upheld.
 - e. The Reflection Sheet must be signed by a parent/guardian at pick-up (ASC will retain a copy).
3. Third Offense: Another Reflection Sheet is required.

- a. parent/guardian must sign at pick-up.
- b. The principal will be notified and further consequences may apply.

Additional Policies

- EpiPen Use: Students who require an EpiPen in their backpack must indicate this on the registration form. The EpiPen must be in a clearly labeled container with a care plan and instructions enclosed.
- Sports Participation: Students who attend After School Care before or after on-site team practices will be signed in/out by staff. For games, parents must check students out and accompany them. Athletes are not permitted to remain in After School Care to watch other teams play.

Weather-Related Closures

- Delayed Opening: Before School Care is cancelled
- Early Dismissal Due to Weather: After School Care and extracurricular events are cancelled

Contact Information

For questions about Before or After School Care, please contact:

Susie Douglas

Auxiliary Services Supervisor

Email: sdouglas@stleocatholic.com

Phone: 336-748-8252 ext. 239 (After School Care line: 3:00–5:30 PM)