



ST. JOHN PAUL II
CLASSICAL CATHOLIC SCHOOL

Before and After School Latchkey/Kids' Club Program



2022-2023

Principal: Mrs. Monica L. Burke

Director: Brittany Woodcock

Revised 9/23/2022 SJPIICCS/MB

Welcome to the St. John Paul II Classical Catholic School before and after school program, Latchkey/Kids' Club. We hope to help provide a successful alternative for the working parents at our school. The program is open to all full-time students in grades Pre-School 3 through 8th Grade. It follows the school year calendar, so when school is not in session, there is no Latchkey/Kids' Club.

Latchkey/Kids' Club is not available on half days after school.

DROP OFF AND PICK UP PROCEDURES:

Park in the back parking lot off of Howard Street. The Church door to enter the building will be open. The interior school doors will be locked. Please ring the buzzer and a staff member will let you in to pick up your child/children from Latchkey/Kids' Club.

Parents will walk their child/children to Room 23 (located in the primary hallway).

Parents will sign child/children in and out each day. For the afternoon session, students will go directly to Room 23, attendance is taken, and students are to stay in the room.

Only persons authorized in writing by the primary caretaker and listed on the emergency form may pick up child/children from the Latchkey/Kids' Club. This is for your child's protection. All approved pick-up alternates should be listed on the emergency form.

Please note the following:

- Pack a snack for your child/children to have for after school. This can go in their backpack or lunch box. Snacks will be available for purchase at the cost of \$1.00 each and will be charged to your FACTS account.
- Time is given for students to complete or work on their homework. Latchkey/Kids' Club workers do not check the work but will answer questions and help when needed.
- Please have your child/children pack pencils/pens with which to complete their assignments. They will not be able to go back into their classrooms.
- Time is given to play and relax. Weather permitting, meaning not raining, or snowing, students will go outside for exercise. If it is dry in the winter, we will go out to play so please have mittens, boots, etc. Otherwise, we will play indoors.
- If your child/children attend before school, we do provide breakfast.

TIMES AND FEES:

Morning Care

7:00 am - 7:45 am

1 child = \$7.00
2 children = \$9.00
3 children = \$11.00

Afternoon Care

3:20 pm - 4:20 pm

1 child = \$7.00
2 children = \$10.00
3 children = \$13.00

3:20 pm - 5:20 pm

1 child = \$14.00
2 children = \$20.00
3 children = \$26.00

3:20 pm - 6:00 pm

1 child = \$20.00
2 children = \$26.00
3 children = \$31.00

***After 6:05 p.m. late fee:**

\$15.00 for every 5 minutes late.

REGISTRATION:

Registration fee is \$15.00 for one (1) child, \$30.00 for two (2), and so on.

All participants must also have on file a registration form, an additional Latchkey/Kid's Club emergency card, and have a recent health form in the school office. Please fill out the proper Latchkey/Kids' Club registration form with your child/children's schedule to ensure their spot in the program.

PAYMENT AGREEMENT:

This program provides reasonable priced care for your child/children in a safe learning environment. Latchkey/Kids' Club is self-supportive, not-for-profit program. Without commitment from our participants, we cannot operate this program. It is the responsibility of the parents to help keep the costs low by making timely payments. Families will be billed monthly through FACTS tuition program, and payments are due 14 days from the billing date. If late payments continue and are neglected, your child may be removed from the program.

FEES FOR PICKING UP LATE:

Kid's club will give everyone a 5-minute leeway time. If after 5 minutes, your child/children are not picked up, the pick-up is considered late. A late pick-up fee will be assessed.

DISCIPLINE POLICY:

Children will be expected to adhere to the St. John Paul II CCS student disciplinary policy and Code of Conduct.