



St. Joseph School

2025-2026

After Care

HOURS: 3:20-6:00pm

MISSION

The mission of the After Care Program is to provide a safe environment that allows students to play and work on homework until their parent, guardian, or designated person arrives to pick them up.

CONTACT INFORMATION

Director: Nadia Henkenberns aftercare@stjoeschool.net

REGISTRATION

To attend the After Care Program, a student must have a registration form on file. Students may attend any day of the week once registered. Registration will be completed online. A family must register at least 3 days in advance of the child's first day of attendance at the program.

COST (INCLUDES SNACK)

1st child	2nd child	3rd child
\$6/hr	\$5/hr	\$5/hr
Pick up after 6:00pm will be an additional \$20 per family		

ATTENDANCE AND FEES

Any St. Joseph School student in grades K-8 may attend the After Care Program on as many or as few days as needed by the family. If a child is scheduled in advance, but will not attend on a certain day, notice should be given to the school office before 3:20 p.m.

The After Care Program will operate on school days only. On any day of early dismissal due to weather, the After Care Program will not operate. All children must be picked up by the child's parent, guardian, or designated person, at dismissal. On early dismissal days, the After Care Program will operate 2:20-6:00 p.m.

The fees for attending the After Care Program are listed in the chart above. The fee is charged for a child for the entire time that the After Care Program is responsible for the child. Attendance fees will be billed daily and weekly totals should be paid by the following Monday. Charges will be added to Sycamore accounts and be paid by credit card online, or cash/check given to the director. Student accounts must be current as of the 15th day and last day of each month. If the student account is not current as of the 15th day and the last day of each month, then the child will not be permitted to return to the After Care Program until all delinquent fees have been paid.

A family may disqualify itself from the After Care Program by repeated delinquencies in payment of fees. The decision on disqualification from the program due to repeated delinquencies will be made by the director and/or principal.

DAILY SCHEDULE

The After Care Program operates on school days only. A structured daily schedule is followed so that students will know what is expected each day. An approximate schedule is listed below, and is subject to change.

Time	
3:20-3:30	Dismissal from school
3:30-4:00	First snack time; restroom break
4:00-4:30	Outdoor play, weather permitting
4:30-5:00	Homework time; structured play or activity
5:00-5:15	Second snack; bathroom break
5:15-6:00	Finishing homework; supervised free play

SAFETY

The safety of all students is a top priority at St. Joseph School. As recommended by the Cold Spring Police Department, please observe the following safety guidelines:

1. All adults must be prepared to show photo identification when picking up their child. Siblings that drive must also show photo identification when picking up their sibling(s). The sibling's name must also be included on the student's registration form as a designated pick-up person.
2. Only adults/siblings listed on the after-school registration form will be allowed to pick up students. Please make sure that you keep your registration form up-to-date before sending someone new to pick up your child.
3. Only After Care Program staff members are allowed to open the doors. Please

do not hold the door open for anyone, even if it is another parent whom you know. Never prop the door open and please make sure the door shuts completely when you enter or exit. Students will be reminded to not open the doors. Please do not encourage children to open the door for you.

CLOTHING

Students are permitted to bring a change of clothing to the After Care Program. Outside play occurs even when the weather is cold. Students are encouraged to wear comfortable clothing, shoes, and bring appropriate attire (coats, hats, gloves, etc.) for the weather. Clothing needs to follow the non-uniform guidelines as outlined in the school handbook.

AFTER SCHOOL ACTIVITIES

If a child leaves the After Care Program for activities on campus after signing in to the After Care Program, that child must be accompanied and signed out by the activity leader, coach, or other adult designated in writing by the child's parent or guardian. If a child returns to or joins the After Care Program after the activity, that child must be accompanied and signed in by the meeting leader, coach, or other designated adult. Please send in a note with your child on the days that they will be signed in or out by another adult for these activities.

HOMEWORK

Students are given time to work on homework while attending the After Care Program beginning at approximately 4:30. All students in grades 1-8 who are still in attendance at this time are expected to be quietly working on homework. Kindergarten students may work on homework or they may complete it at home. Kindergarten students not working on homework will be offered a supervised activity. On Friday afternoons, extended playtime and a G-rated movie is offered instead of homework.

Students are expected to be responsible for getting their homework out and completing as much as possible during this time. There still may be studying and/or computer based assignments that must be completed at home. It is the student's responsibility to bring the necessary materials needed to complete homework. After 3:45pm, students may not return to their classrooms to get forgotten items.

SNACKS

St. Joseph School will provide one snack per day. After that, students are encouraged to drink from the water fountain or from their personal water bottles. Parents have the option of sending substitute or additional snacks, if they are allergen free. Clearly labeled items with ingredients listed or obviously allergen free items, such as fruit or lunch meat are preferred. The program director and/or staff will determine and approve on a daily basis if items sent from home meet the allergy-free requirements.

TECHNOLOGY

Students are permitted to use school issued chromebooks for homework only. Students must also adhere to the responsible use of technology guidelines while using the chromebook for homework. All other personal electronic devices are not permitted. Students are not permitted to connect to Wi-Fi or use electronic devices to communicate via text, calls, email, or other means of communication. If you need to communicate with your child, please call the school office during school hours or call the program director directly during After Care Program hours at 441-2265.