

# The Cardinal's Nest

## Holy Rosary After-School Care

### INFORMATION SHEET



Holy Rosary School offers after-school care for our families. The Cardinal's Nest After-School Program will provide children in grades KPrep – 6 with a safe and inviting place to spend time in the company of other children to create and play in a healthy atmosphere. Afternoons will include time for outdoor play/physical activity, quiet study, reading, snacks, and indoor activities.

**Hours of Operation:** Monday – Friday, 3:10 p.m. - 5:30 p.m., on days when school is in session, September 12 – May 23.

#### **Registration**

Parents/Guardians can register their child(ren) for the Cardinal's Nest After-School Program by completing the Cardinal's Nest After-School Program Registration Form and returning it to the school office.

#### **Program Cost**

The rate for after-school care is \$6/day. A late fee of \$5 per 5 minutes will be charged for children who are picked-up after 5:30 p.m. Our online tuition payment portal, FACTS, will be used to collect payment. Charges will be added to family accounts on a weekly basis.

#### **Communication**

The Cardinal's Nest After-School Program Coordinator can be reached at **218-396-0675**, between the hours of 3:15 and 5:30 p.m. This phone can receive both text messages and phone calls and should be used to communicate with the care coordinator during regular care hours. If your child has an after-school change, please communicate that through the school office.

#### **Code of Conduct**

The Cardinal's Nest After-School Program follows all Holy Rosary School policies and procedures, including the Holy Rosary School Code of Conduct outlined in the Student/Parent Handbook. This policy is communicated with parents/guardians and students at the beginning of the school year. The policy is designed to promote a safe and positive atmosphere. The school-wide behavior/discipline policy pertains to all after-school program participants. Please refer to the Student/Parent Handbook for more information.

#### **Key Cards**

Key cards will be distributed to each Holy Rosary family participating in the after-school program. Key cards will allow access to Door #16, off Washington Avenue, after normal school hours, 3:30 – 5:45 p.m. Other school entrances are locked following end-of-day dismissal. At the time of registration, families will be charged \$10 for each key card that they request. Key cards will need to be returned to the school office when the family no longer needs after-school care, and the \$10 deposit will be returned at that time. Should a key card not be returned, or a replacement key card is needed, a \$10 fee will be charged to the family.

## Snacks

Holy Rosary School will provide a healthy snack for every student attending the Cardinal's Nest After-School Care Program each day. Parents should note student food allergies on the registration form.

## Program Locations

The Cardinal's Nest After-school Program will meet daily in St. Benedict/Scholastica Room. Students will report there immediately after dismissal from the classroom at the end of the school day. Other locations utilized by the after-school program include the gym and the playground.

## Daily Schedule

The Cardinal's Nest After-School Program will follow a daily routine.

3:15 – 3:20 p.m.	Student check-in
3:20 – 3:40	Prayer & Snack Break
3:40 – 4:20	Physical Activity
4:20 – 5:00	Homework / Read / Quiet Activity
5:00 – 5:30	Free Play & Clean-up

## Homework

It will be the goal to complete homework before children partake in free play; however, it is important for parents to know that homework time will simply be a quiet work time with assistance as needed. It is not meant for one-to-one tutoring.

## Outdoor Play

The Cardinal's Nest After-School Program will have daily scheduled outdoor time or time for physical activity in the gym. The after-school program follows the same policy as the school regarding inclement weather and staying indoors. Please make sure that your child(ren) has proper attire and supplies to be outside such as cold weather gear and/or sunscreen for fall or spring weather.

## Pick Up/Sign Out Procedure

Each family will provide the after-school program coordinator a list of **authorized** people to pick up your child(ren) when completing the Cardinal's Nest After-School Program Registration Form. Families might consider having additional cards for anyone authorized to pick up their child. Using their key card, parents/guardians will enter Door #16 to physically pick-up their child from the St. Benedict/Scholastica Room, any time before 5:30 p.m. Individuals with key cards should not let in others; only authorized card holders should have access to this entrance. At pick up, parents/guardians or authorized individuals will be required to sign each child out of the after-school program with the program coordinator or staff member. A photo ID might be requested at the time of pick-up.