



ST. PATRICK
CATHOLIC CLASSICAL SCHOOL

A Classical Education in the Catholic Tradition

Aftercare Handbook 2025-2026

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Welcome



Dear St. Patrick families:

Welcome to the After-School Care program at St. Patrick Catholic Classical School. After-School Care is run by St. Patrick staff every full day school is in session, with few exceptions. We have a team of caring staff who supervise, engage, tutor and play with your children until parents arrive.

After-School Care is a continuation of the support and nurturing your child receives during the school day. We follow the same student code of conduct, have the same expectations, and provide the same safe environment for your child. We ask that you sign and return the After-School Care Parent Acknowledgement on the last page of the handbook. After-School Care is a fee-based service provided for ten months during the school year.

Please do not hesitate to contact us with any questions.

Kind Regards,

Charlotte Adams
Principal/Headmistress

Daily Schedule

After-School Care is a time for academics and fun. Children start their after-school care in the cafeteria with a snack provided by the school. Snacks are carefully selected in consideration of their health. Parents are always welcome to provide extra snacks for their student or specific snacks for their child with food allergies.

Students then transition to study tables that are provided for them to study and work on homework. If a child does not have homework, practice work is provided. Study tables are divided into three groups. Group 1 is Pre-K, Kindergarten, and First Grade. Group 2 is Second, Third, and Fourth Grades. Group 3 is Fifth, Sixth, Seven, and Eighth Grades. All work is supervised by staff.

Students who have completed their work may be allowed to play outside on the playground. During inclement weather children will be allowed to play in the gymnasium. At 5:00 pm the students are taken back to the cafeteria for indoor supplemental academic work.

There are several daily options for students to participate in, including board games that require strategy, puzzles, cooperative learning games and STEM (Science, Technology, Engineering, Mathematics) building games. Cell phones and student technology will not be allowed during Aftercare.

Operating Hours

After-School Care operates when school is in session Monday through Friday from 3:30 pm until 5:30 pm.

Non-Operating Hours

After-School Care is not operational on early release days, holidays, and any other days that school is closed.

Registration and Fees



St. Patrick Catholic Classical School offers an extended day program available to students in PreK3–8th grade enrolled at our school. Activities include snack, study/quiet time, organized and free time, crafts, games, and other developmental appropriate activities.

- » 3:30pm–5:30pm
- » No aftercare on early release days or when school is not in session
- » \$8.00 per hour per student
- » All students will be considered aftercare at 3:30pm

Aftercare

Contact Us To Register

Phone: (936) 634-6719
Email: office@stpatricklufkin.com

Late After-School Care Pick-Up Fee

We understand that, on occasion, families may arrive late due to unforeseen delays. If you know that you will be picking up from After-School Care late, please contact us.

Parents who have not contacted the school if they will be late, will be contacted immediately after 5:30 pm to ask for an estimated time of arrival. Students left at school after 5:45 will be considered to be abandoned and authorities will be notified.

In the event of late pick-up, fees will be as follows:

- A late fee of \$20.00 will be applied after 5:30 pm.
- Late fees must be paid with your monthly charge.
- Excessive late pick-ups (3 or more) may result in dropped care for your child.

Policies and Procedures

A parent or other authorized person must sign out each child at the time of pick-up. Anyone picking up a child needs to be authorized on the school's enrollment form or named on their emergency contact form from school.

The School Office and After-School Care staff must have written permission, before your child may leave with any one. Please login to your FACTS account and add the pickup person to the authorized list. To ensure your child's safety, inform the school office of any changes to the authorized pickup list. All persons coming to pick up children for the first time will be required to show picture ID before staff will release your child to them. Please remind anyone picking up your child to bring ID into the building with them.

After-School Care pick up is located in the school cafeteria. The doors will be locked at 3:40 and will remain locked to ensure student safety. All parent / guardian arrivals are monitored by the After-School Care Staff. The school's front office will be closed at 3:50 pm. If a child is not picked up by 5:30 pm, a parent will immediately be contacted and late fees will be applied. If parents / guardians and emergency contacts cannot be reached, the student is considered abandoned, and appropriate local police authority will be contacted.

Parent/Guardian/Authorized Pick-up Expectations

After-School Care staff must stop or prevent unknown individuals from entering the building or walking around the school. If an employee encounters someone that is not a known emergency contact, they will ask for ID. In the event the person is acting suspicious and refuses to give their ID, the After Care staff are authorized to call the police to investigate.

Personal Belongings

After-School Care staff are not responsible for any student personal property that is brought to the program. SPCCS has a no electronics policy. Cell phones and electronic devices are not allowed. Please do not send such devices. Personal toys, games, and other items should not be brought to After-School Care and should remain in your child's backpack. We are not responsible or liable for the theft, loss or breakage of any personal items. If any personal toys are taken out during After-School Care, the student will be asked to return the item to their backpack once. If the item is removed from the backpack again, it will be confiscated by a staff member until the parent / guardian arrives. Any personal property (sweaters, drink bottles etc.) left in After-School Care at the end of the day will be taken to the Lost & Found in the office.

Illness/Incident/Accident

If a child is unable to attend school during the day, he or she should also not attend After-School Care. If a child gets sick while in the program, the parent/guardian will be called to pick up the child. Parents will be notified to immediately pick up their child from the program in case of illness, including an oral temperature of 100 degrees or greater, a contagious disease, diarrhea or vomiting.

In case of incident/accident or illness, the child's parents or guardians are called immediately. In serious cases, the child will be taken to a local hospital by an emergency vehicle for treatment. Parents of every child enrolled are notified immediately if one of the following communicable diseases has been introduced into the program: lice, pink-eye, ringworm, food poisoning, or any other communicable disease. Proof of treatment or approval by a physician may be required for a child diagnosed with a communicable illness to return to school. After-School Care staff considers safety for all children the first priority. Should an incident/accident occur, the parent/guardian should expect to receive a written report from the program. In addition, if the incident/accident requires medical attention, it will be reported to the administration and parent / guardian.

Medication Policy

Any medication a student needs is held and dispensed by the school nurse, administrator, or designated teacher only. Under no circumstances will the After-School Care staff administer medication. After-School Care staff are CPR certified and will perform first aid in emergencies. If a child has a known medical condition (peanut allergy, asthma, diabetes, seizure disorders, etc.), After-School Care staff must be made aware of and properly educated at the beginning of the school year, in case a problem should arise. Parents/Guardians must also meet with the school nurse to discuss how to best manage the condition in After-School Care, as nurses are not available during after school hours.

No over the counter medications, sunscreen, or bug spray will be administered by staff.

Federal and state laws require that any After-School Care employees report suspected cases of child abuse or neglect by contacting the appropriate state agency or the National Child Abuse Hotline at 1-800-4ACHILD. This information is to be held confidential between the employee and the contact at the agency. This includes the reporting of parents and guardians who appear to be impaired by drugs or alcohol.

Emergency Plans

After-School Care will follow the same fire, severe weather, evacuation, relocation, and lock down procedure as St. Patrick Catholic Classical School. The After-School Program will also participate in practice drills as necessary.

Discipline Policies and Procedures

After-School Care seeks to provide an environment conducive to positive child growth and development. Students in After-School Care are expected to follow the same student code of conduct and meet the same behavioral expectations as during the school day. Parents will be notified in writing of any major student code of conduct infractions. Three such incidents may result in suspension or removal from the After-School Care program. Should the AfterSchool Care staff deem any behavior harmful to any child or adult, or destructive to property, immediate notification will be given to the parent/guardian for temporary suspension and or permanent expulsion based on the severity of the behavior.

In addition to the student code of conduct, the following behaviors are prohibited and are considered grounds for suspension or termination of services from the After-School Care program:

- Abusive/threatening/inappropriate/profane language
- Physical aggression/fighting/encouraging others to fight
- Harassment (physical or verbal) including name calling, ethnic or racial slurs, or derogatory statements
- Possession and/or use of illegal substances/drugs/tobacco/alcohol/weapons
- Property destruction/vandalism
- Theft
- Bullying
- Inappropriate touching
- Running away from staff
- Leaving designated area without permission
- Chronic defiance
- Chronic disruption
- Behaving in any way that substantially disrupts the After-School Care program

St. Patrick Catholic Classical School reserves the right to immediately

suspend or terminate a child based on the severity of the offense. There are no refunds for suspension or termination due to unacceptable behavior.

Behavior Management

We reinforce school policies and procedures during After-School Care. The goal is to establish a positive culture during After-School Care between the staff and students.

Behavior management is:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and directed toward teaching the child acceptable behavior and self-control.
- Most common is verbal warning and redirection.
- A caregiver may use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - Reminding a child of behavior expectations daily by using clear, positive statements;
 - Redirecting behavior using positive statements
 - Using brief supervised separation or reflection time from the group, when appropriate for the child's age and development, which is limited to no more than five minutes. Reflection time allows a child to reflect on their actions and allows staff to have a private discussion with the child if needed.

Thank you!

Thank you for entrusting the care of your children to us. We hope they have an enjoyable time in After-School Care with their friends from St. Patrick Catholic Classical School. If you have any questions or concerns, please do not hesitate to contact the front office: office@stpatricklufkin.com / (936) 634-6719.

Please read, sign and return the last page of the handbook "Parent Acknowledgement" upon enrolling in the After-School Care program. One form per family is required.

Parent Acknowledgement

Child's Name(s): _____

Enrollment Date/School Year: _____

Address: _____

City, State, Zip: _____

I, _____, have read

and understand all sections of the St. Patrick Catholic Classical School After-School

Care Program Handbook.

Signature: _____

Date: _____



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