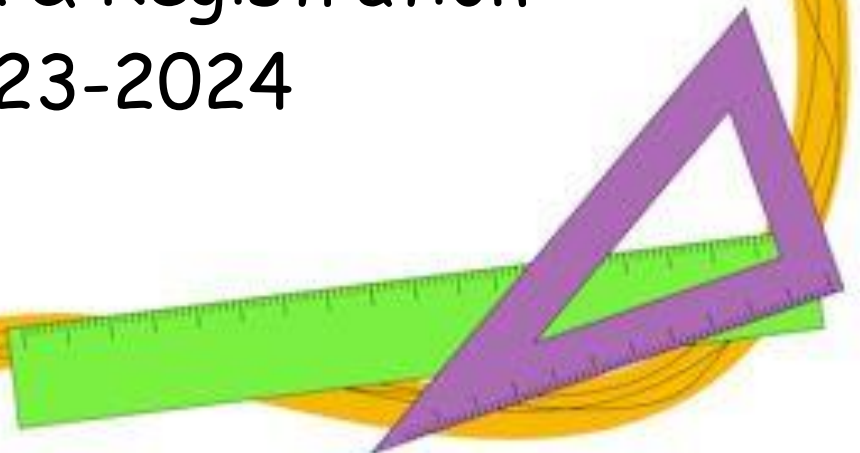
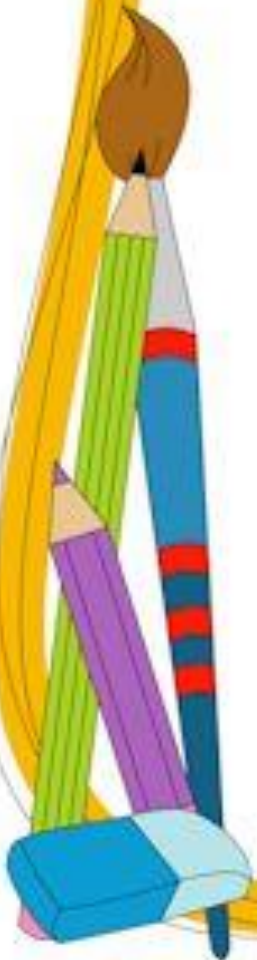




St. Anthony Plus

Before & After School Program

Handbook & Registration
2023-2024



Mission Statement:

Our mission is to provide a safe environment where children can complete academic work and engage in fun physical activities.

Hours of Operation:

St. Anthony Plus is open daily from 6:30am until 6:00pm. Please ensure your child is picked up by 6:00pm to avoid additional charges.

Drop off and Pick up Policy

Our doors will remain locked during all hours of operation. No parents or caregivers may enter our facility. When you arrive to drop off or pick up, please call (515)-380-5515. To ensure the safety of your child and all the other children, once you arrive at St. Anthony Plus to drop off or pick up your child you assume full responsibility for your child until they are through our locked doors. St. Anthony Plus staff will then assume full responsibility once your child is through our locked doors. Our facility is in the lower church.

In the morning we ask you drop off your child in the lower church. We will walk over to the school lunchroom at 7:45 am. To reach this room you will have to enter through the front doors of the school.

On no school days we will be in the lower church all day. If we are ever on the playground or gym when you arrive, we will let you know when you call.

Notification of Absence:

Please let the Director know when your child will be absent. You may do so by calling/texting, 515-380-5515 or email to jglick@stanthonysm.org

Meals:

Breakfast and Lunch are NOT included in your monthly fee, but snack will be. Each morning breakfast is served beginning at 7:45am until 8:15am in the school lunchroom. If you would like your child to have enough time to eat breakfast, you must drop off by 8:00 AM.

Inclement Weather:

In the event of inclement weather St. Anthony Plus will close if St. Anthony School closes. We will notify the local television and radio stations of the closing & post on our Facebook Page.

- In the event St. Anthony School dismisses classes early for inclement weather St. Anthony Plus will close 60 minutes after dismissal.
- If there is a late start due to inclement weather St. Anthony Plus will open at 8:30am unless prior notification is posted.

Holidays:

Christmas and Spring Break will be an extra fee on top of your regular monthly fee if your child is in attendance. There will be sign-up sheets posted near every holiday for your child to receive care. We also have a summer program which is a separate registration and fee (June-Aug).

Late Pick-up:

If more than 15 minutes have passed and we have not heard from you, and we are not able to reach you by phone we will contact your other emergency numbers. Our last resort will be to contact the local police. You will be charged \$5.00 for every minute you are late picking up your child.

Medications:

We are a medication free facility. If your child requires medication, you must go through the school office to do so. If your child needs meds when the office is closed, you must do them at your home. Over the counter medication can only be given if prescribed by a doctor, A written, and signed authorization is required. Medication needs to be in the original container and clearly labeled with the child's name, name of medication, dosage, and instructions for administration and storage.

No School Days

On no school days St. Anthony Plus will supply your child with breakfast and snack, but please remember there is NO LUNCH served to the children. We ask you to send lunch with your child on no school days.

NO Toys or Items Brought From Home:

We do not allow children to bring DS's Game Boys, MP3 players, iPods, or other items from home because St. Anthony Plus will not be held responsible for lost, broken, or stolen toys and games.

Discipline Policy

If a child for any reason is not following the rules, an SAS staff member will discipline your child in a manner that they feel is appropriate for your child. Depending on the severity of the offense a written notice may be sent home with your child. Your child will be given 3 written notices home, after the third notice the St. Anthony Plus Director will hold a parent meeting to come up with a plan of action to correct the behavior. If the behavior continues the child will then be excused from St. Anthony Plus for three school days. After a suspension if the behavior continues the child will then be asked to leave the St. Anthony Plus program. Overly offensive, abusive, disruptive behavior will result in an immediate suspension.

Bullying or sexual Harassment:

It is the policy of the educational programs governed by the Diocesan Board of Education to maintain learning and working environment that is free from bullying or sexual harassment and/or harassment of any type. No employee, volunteer or student associated with these programs shall be subjected to sexual harassment or harassment of any kind. Any person who alleges harassment by an employee, volunteer or student of an educational program governed by the Diocesan Board of Education may complain directly to his/her teacher, immediate supervisor, principal or the superintendent of schools for the Diocese of Des Moines. Detailed procedures to be followed are outlined in Diocesan Board Policy 571 and Regulations 571.1 and 571.2; copies are available in our school office. The principal (call 243-1874) is the Level I investigator for all sexual harassment claims.

Notice of Nondiscrimination:

Applications for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment with St. Anthony School are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to the diocesan schools and Title I of the Americans with Disabilities Act, as it applies to the diocesan schools, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning St. Anthony School's compliance with regulations implementing Title VI, the Title IX, of the Civil Rights Laws, the American with Disabilities Act or Section 504 is directed to contact: Principal Raes who has been designated to coordinate the schools' efforts to comply with regulations related to these laws.

Payment Guidelines:

All monthly fees are due each month. You will be billed in nine (September thru May) monthly increments for the entire school year. All Payments will be made through **FACTS Tuition**. You will be billed for the entire amount, no matter how many days your child attends. If at any time your account falls more than 30 days behind, we will ask your child to be removed from St. Anthony Plus until your account is brought to current. Failure to pay will result in your child being removed permanently from our St. Anthony Plus.

Notice to Withdrawal:

If a child is enrolled *after* the 15th of the month, the tuition is one-half the monthly fee. For a child is enrolled *before* the 15th of the month, tuition for the month will be the full monthly fee. If a child is withdrawn *before* the 15th of the month with a two-week notice, tuition will be one-half the monthly fee. If a child is withdrawn *after* the 15th of the month, the tuition will be the full month's fee. Without a two week notice any withdrawal after the 15th of the month, the student's family will be responsible for half of the next month's tuition. This allows SAS to maintain operation and budgetary needs. Tuition rate is a set fee no matter how many days a student attends.

Schedule of Activities:

6:30-7:50 Homework/Coloring/Word Searches

7:50-8:15 Breakfast

8:15- Off to School

3:20-3:30 Snack

3:30-4:00 Homework/Coloring/Word Searches

4:00-5:45 Gym, Playground, Rotating Stations

5:45-6:00 Clean up and get ready to go home!

To register please turn in pages 7-15 to Saint Anthony Plus
This registration is for the first day of school through the last day of school for the 2023-2024 school year. We do have a summer program but that is a separate registration. Current Prices are subject to change.

Child's Name: _____ DOB: _____ Grade: _____

Please check (X) one:

Saint Anthony Plus

Before & After School includes care before and after school hours, a snack after school, and all no school days except for Christmas and Spring Break.

6:30 AM-8:20 AM & 3:20 PM-6:00 PM

- Full 4-5 days/week = \$335/month
- Part 2-3 days/week = \$280/month

Before School Only includes all no school days except for Christmas and Spring Break.

6:30 AM - 8:20 AM

- Full 4-5 days/week = \$310/month
- Part 2-3 days/week = \$255/month

After School Only includes a snack after school and all no school days except for Christmas and Spring Break.

3:20 PM - 6:00 PM

- Full 4-5 days/week = \$310/month
- Part 2-3 days/week = \$255/month

Drop In

- Before OR After School \$35/day
- Before AND After School \$50/day
- No School Days \$65/day

All of these options include snack, early dismissals, and no school days with the exception of Christmas Break and Spring Break which will be an additional fee. Breakfast and lunch are NOT included in these monthly fees.

Payments & Billing

Payment Guidelines:

You will be billed monthly through FACTS. If at any time your account falls more than 30 days behind, we will ask you to make good on your payments and potentially be removed from the program until your account is brought to current. You will be billed the full amount every month no matter how many days your child attends.

Notice to Withdrawal:

If a child is withdrawn after the 15th of the month, the tuition will be the full month's fee. A two-week notice is required to receive partial tuition rates. In cases of short-term notification (anything less than two weeks) of student withdrawal after the 15th of any month the student's family will be responsible for half of the next month's tuition. This allows SAS to maintain full enrollment of the St. Anthony Plus program. Please note: Tuition rates are reviewed yearly.

Person responsible to pay childcare fees:

Name: _____

Email: _____

Phone: _____

Parent Signature _____ Date _____

Meals

Breakfast & Lunch are **NOT** included in your monthly fee. You will be billed monthly on your FACTS account for every meal your child eats while in our care.

Breakfast is at 7:45 AM - 8:15 AM and cost 2.00/day

Lunch is about \$3.00/day

Milk is about .50 cents

These prices will vary yearly.

We will provide snack daily from 3:20 PM - 3:45 PM which is included in your fee.

On NO school days we will provide your child with breakfast and snack, but you will be required to pack a cold lunch.

Signature _____ Date _____

Saint Anthony Plus Registration Form

Students Name _____ Birth Date _____

Home Address _____

Home Phone Number _____ Grade _____

Parent Information

Name _____ Name _____

Cell Number _____ Cell Number _____

Place of Work _____ Place of Work _____

Work Number _____ Work Number _____

Email Address _____ Email Address _____

Emergency Contacts

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Authorized Person(s) to pick up child

We do assume the people listed above as emergency contacts are authorized to pick up your child.

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Saint Anthony Plus
Health / Immunization / Communicable Disease Statement

I state that my child _____, is free of any communicable or infectious disease, and is able to participate in a childcare program. I also state that my child's immunization record is up to date.

My child has the following Allergies:

My child has the following acute or chronic condition(s):

My child is presently taking the following medication(s):

Parent / Guardian Signature: _____ Date _____

Saint Anthony Plus Medication Authorization

- I authorize Saint Anthony Plus to take my child to the office to administer medication to my child. Per my instructions.

- I DO NOT authorize Saint Anthony Plus to administer medication to my child.

Please list any know medical conditions of your child/any medications your child is on that we should know about:

-
-
-

Signature: _____ Date: _____

**Saint Anthony Plus
Permission for Emergency Care**

I _____ hereby give Saint Anthony Plus permission to take my child _____ to the Emergency Room or to the Dentist in case of an Emergency even when myself or my emergency contacts are unable to be reached.

Signature: _____ Date: _____

Saint Anthony Plus

Doctor Information

Student's Name _____ Birth Date _____

Student's Doctor _____ Phone _____

Address _____

Insurance Carrier: _____

Please circle which hospital you would like your child taken to in case of emergency:

Broadlawns Lutheran Mercy West Lakes Mercy Downtown Methodist West Methodist/Blank

Dental Information

Student's Dentist _____ Phone _____

Address _____

Insurance Carrier: _____

This form will be given back to you if not filled out completely!

Parent Signature: _____ Date: _____

Saint Anthony Plus
Photograph - Publish in Newspaper - Social Media Authorization

Saint Anthony Junior & Plus share a Facebook page where we like to post pictures of activities and field trips for parents to see how much fun their child is having!

Please select one:

- I DO give Saint Anthony Plus permission to photograph my son or daughter and use the resulting photographs for any purpose that Saint Anthony Plus deems proper.

- I DO NOT give Saint Anthony Plus permission to photograph my son or daughter.

Signature _____ Date _____