

Club Eagle After School Program Parent Handbook

The after school program is a supervised program held in the cafeteria at Sacred Heart Cathedral School. We provide a safe and secure environment for children. Activities include arts & crafts, homework help, games, and outdoor play.

Program Details:

Hours:

- Before Care
 - 7:00am-7:30am
- After Care
 - M/T/TH/F: 2:45pm-6:00pm
 - W: 1:45pm-6:00pm
- Snow Days: Closed

Parent & Child Information:

Every child has the right to have the best possible experience at Club Eagle. Please encourage your child to ask staff whenever they feel they need help/assistance. We strive to provide a safe, happy environment for your child. If you have any concerns, please contact the Director of Club Eagle.

Expectations:

Good behavior will be the standard. The staff will work alongside with parents, keeping them informed of behavior issues and methods used to teach and guide the children toward socially acceptable behavior.

Personal Belongings:

Please do not allow your child to bring personal belongings to the program. Club Eagle is not responsible for the loss or damage of electronics, toys, games, or other personal belongings.

Please DO NOT bring the following items:

- Weapons of any kind—fake or real!
- Toys, stuffed animals
- Nail polish/makeup
- Fidget Spinners

Lost & Found:

Club Eagle has a lost and found located near the check in/check out table. It is highly recommended that you label all items with your child's first and last name.

Staff:

The after school program strives to hire qualified, well-trained staff to conduct the after school program. The staff is mostly made up of college students, recent graduates, and school teachers. All staff go through the required training sessions. Staff ratio is 20:1.

Snacks:

Daily nutritional snacks will be provided to children during Club Eagle. A snack schedule will be posted daily for parents/guardians to see.

Homework:

Club Eagle sets time aside every day for the children to complete their assignments. After school staff is available to supervise the homework, and to assist children with their homework.

Discipline Policy:

If your child needs to be disciplined, acceptable measures may include; verbal warnings, removal from an activity and placed with a staff member away from the group, talking with a staff member about the issue that occurred.

Late Pick Up Policy:

Club Eagle closes at 6:00pm. If you are late picking up your child, you will be charged \$2.00 every minute per child.

If a parent/guardian has not arrived by our closing time (6pm) and has not contacted us to give their reason (family emergency, car trouble) the following steps will be taken.

At 6:00pm we will:

- Attempt to contact the parent/guardian
- Attempt to contact persons who have been designated as "Emergency Contact People".

Communication:

Please feel free to contact Bethany Jancek (bjancek@shcknox.org) with any questions or concerns. Club Eagle believes it is important to work alongside parents/guardians to make sure their child's needs are being met.