



Hello,

Thank you for registering for After School Care at All Saints Catholic Academy. We are excited to be your After-School Care provider for the 2019-2020 school year! We are currently planning our program, and we are confident that your child will be engaged in activities that will not only be fun, but also educational.

In an effort to provide your child with a safe and positive environment, we have outlined a few guidelines for your review.

**Eligibility:**

Students must be enrolled in All Saints Catholic Academy to participate in After School Care at All Saints Catholic Academy.

**Hours:**

All Saints After School Care is provided when school is in session. After School Care is available from dismissal until 6:00 PM.

**Fee Schedule:**

Families who wish to participate in the after school care programs must pre-register their children. There is a \$25.00 non-refundable registration fee.

**After School Care:**

- \$10.00/ hour per child, billed every 15 minutes.
- Families will be billed a late fee of \$5.00 per minute after 6:00 PM. For your child(ren) to remain in the extended day program, these fees must be paid by the due date.
- Invoices are sent through email around the 1st of the month. Payment is due by the 15<sup>th</sup> of the month. Payments received after the 15<sup>th</sup> will incur a \$10 late fee. **All late payments must include the late payment fee before the invoice is considered paid in full.** Payment can be made by check, through PayPal or by credit card. You may opt to have a credit card on file to avoid late charges.



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EMAIL: [info@rlstutoringinc.org](mailto:info@rlstutoringinc.org)  
WEBSITE: <https://rlstutoring.com>



### **Pick-up Procedure and Dismissal:**

If you need to communicate with us regarding picking up your child, you may text Jazmine Chavez at 779-875-6141.

Students are dismissed when either a caregiver comes to pick them up, or there is preauthorization from the parent indicating the student is to be released to an after school activity. Preauthorization may be in the form of an email, text, or written note. All preauthorizations must include the date, the time that the student may be dismissed, and the reason for the preauthorization (sports practice, etc.) In the case of preauthorization, students must check with one of the After School Care staff before leaving After School Care. This is for security purposes.

Parents may not enter the school building. Parents may enter the foyer at Door 7 ONE AT A TIME. If you see that a parent is in the foyer, please wait outside until the parent leaves before entering the foyer. Ring the bell to announce your arrival, and a staff member will bring your child to you and sign your child out.

### **Snacks:**

After school snacks are not provided, but your child is welcome to bring his/her own snack. **PLEASE BE SURE THAT YOUR CHILD'S SNACK IS PEANUT FREE.** We have students that have severe peanut allergies. Your cooperation in this matter is appreciated! Students are encouraged to bring water bottles.

After school snacks may not be shared among students. We do have students with other food allergies, and we want to ensure that all our students are safe.

### **Response to COVID-19:**

As we begin to reopen our schools, RLS Tutoring, Inc. is committed to your child's safety. Please refer to our document regarding the safety measures that we are putting in place to ensure the health and safety of the children that are entrusted to our care.

### **Playground Rules:**

The students at All Saints After School Care will have the opportunity to use the playground, weather permitting. We encourage playground time so that students can release their energy, engage in physical activity, and have time to socialize with their classmates. However, we expect students to abide by the playground rules for the safety of our students.

- Respect for After School staff will be expected at all times.
- Students must play in the designated areas and stay in sight of the staff.



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### **Homework:**

Homework time is built into the schedule of our After School Care program. Students will have a separate area designated for homework. There will be a staff member that will supervise homework time as well as provide homework help as needed.

While we are happy to assist students with homework, we do not take the responsibility of making sure that homework is completed. Students are responsible for recording their homework assignments and bringing their materials with them to After School Care. All homework requiring the use of the Internet must be completed at home.

### **Electronic Devices:**

Students may not use iPods, radios, cameras, or any other electronic devices on school grounds. Such items if used will be confiscated and turned into the Principal's office. All confiscated items must be picked up from the Principal by the student's parent. **Chrome Books may be used for homework completion during homework time. However, if a report is received from the school office that an unauthorized site was used during After Care, the student will no longer be allowed to use a Chrome Book during After Care hours.**

Students may not use their cell phones for any reason during After Care. All cell phones must remain in backpacks. If a student does not abide by these rules, the cell phone will be confiscated and must be retrieved by the parent. Consistent disregard of our electronic device policy will result in suspension from the program.

### **Director/Supervisor/Assistants:**

The director, supervisor and assistants will be hired and supervised by RLS Tutoring, Inc. and will be secured based on the number of children enrolled in the program. All supervisors and their assistants will need to adhere to the diocesan standards of background checks, Protecting God's Children, and other staffing guidelines.

### **Contact Information:**

You may direct any questions or concerns to:

Kathy Biegalski

847-208-2553

[kbiegalski@rlstutoringinc.org](mailto:kbiegalski@rlstutoringinc.org)



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Please know that your child's safety is our priority. These guidelines are in place to ensure that your child has a positive experience while at After School Care. If you have any questions or concerns, please do not hesitate to contact me.

Thank you! We look forward to a great year!

Kathy Biegalski  
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