



ST. CECILIA

Early Childhood Learning Center

Aftercare Handbook

Eligible Participants

The St. Cecilia School Aftercare Program is available to families with students currently enrolled at St. Cecilia Catholic School. To enroll, families must complete an Enrollment Application and submit a non-refundable registration fee. Completed forms should be returned to the front office, attention: **Kim Murphy, ECLC**.

Hours of Operation

Days: Monday–Friday (when school is in session)

Time: School dismissal to 6:00 PM

Please note:

- Aftercare is not available during holidays or school breaks.
- If there is an early dismissal due to inclement weather, Aftercare will not be offered.
- If school is closed due to weather, Aftercare is also closed.

Tuition & Billing

All Aftercare billing is processed through your FACTS account. Even if your tuition is paid in full, a FACTS account is required for Aftercare billing.

Hourly rates (effective through May 30, 2026):

Service Time	Rate
First Half Hour	\$5.00
Each Additional Half Hour	\$3.00

Billing is in half-hour increments, rounded up.

Communication

Open and consistent communication between families and Aftercare staff is essential. For questions or concerns, please contact:

Sam Hurtt

Lead, Aftercare Program
shurtt@stcindependence.org

Kim Murphy

Director, Early Childhood Learning Center
kmurphy@stcindependence.org

We use **Brightwheel**, a digital platform that connects staff and families and allows teachers to share photos and updates. Information on how to join and use Brightwheel will be shared during enrollment.

Families are encouraged to communicate regularly with staff and participate in program activities. Family feedback is welcomed and used to support continuous program improvement.

Food & Snacks

A healthy snack and water or juice are provided each afternoon and meet USDA nutritional guidelines.

If you pack a snack, please:

- Label it with your child's name and date
- Ensure it is properly sealed

Staff follow health and safety procedures, including proper handwashing, cleaning, and sanitizing routines, to maintain a safe environment.

Daily Schedule & Grouping

Monday through Friday:

- **2:20–3:00 PM:** Attendance, snack, restroom break
- **3:00–4:00 PM:** Physical activity (outdoors or gym)
- **4:30–5:30 PM:** Homework in cafeteria / Games & crafts in Aftercare room
- **5:30–6:00 PM:** Art, playtime, games, or free choice; parent sign-out

Grouping:

- One group consists of children **under age 7**.
- The remaining two groups are intentionally organized based on which children work well together and to maintain overall balance.

Activities are developmentally appropriate and support children's social, emotional, physical, and cognitive growth.

Schedules and groupings may vary based on weather, supplies, and staffing.

Electronics Policy

- Cell phones and tablets are not permitted during Aftercare.
- Special arrangements require devices to be turned in upon arrival and will be returned at pick-up.
- Middle school students may use laptops for homework only, with staff supervision.

Behavior Expectations

Students are expected to follow all school and Aftercare rules, show respect, and maintain safe behavior.

Guidance strategies include:

- Structured, predictable schedules
- Age-appropriate rules and expectations
- Positive role modeling by staff
- Verbal reminders and redirection
- Calm-down spaces when needed
- Choices and natural consequences

Aftercare staff receive ongoing training in child development, behavior guidance, and health and safety practices. The program is supervised by qualified administrative staff.

Disenrollment may occur for:

- Chronic disruptive behavior (e.g., bullying, disrespect, repeated rule violations)
- Severe infractions, including:
 - Leaving the program without permission
 - Possession of illegal materials
 - Hurting others (including siblings)
 - Any action that endangers children, staff, or the program

The Aftercare Program follows the **St. Cecilia Code of Conduct** as outlined in the student handbook.

Note to Parents: Parents and guardians are expected to model respectful behavior. Harsh verbal or physical discipline will not be tolerated on-site.

Parent Responsibilities

Parents and guardians are responsible for:

- Notifying staff of any changes to contact or pick-up information
- Submitting all required paperwork within five (5) days of enrollment
- Signing children out daily (pick-up must be by someone 18 or older)
- Picking up children by 6:00 PM
- Paying a late fee of \$1.00 per minute after 6:00 PM
- Maintaining a current FACTS account balance
- Presenting photo ID during pick-up until staff are familiar with the individual
- Ensuring only authorized individuals pick up their child
- Covering costs for damage caused by their child

The school is not responsible for lost or stolen items. Families are expected to treat staff, children, and other families with professionalism and respect. Parents and guardians are responsible for reading and following all policies in this handbook.

Continuous Quality Improvement

The Aftercare Program completes regular self-assessments using recognized observation tools (ITERS, ECERS, or SACERS) to evaluate the learning environment, staff practices, and overall program quality. Results guide ongoing improvements to ensure children's safety, engagement, and developmental growth.