

# St. Giles School



## Before and After School Care Parent Handbook 2020-2021

[kidsklub@stgilesschool.org](mailto:kidsklub@stgilesschool.org)

## ST. GILES KIDS KLUB

St. Giles Kids Klub provides before and after school childcare in a warm and caring environment and is open to any child currently enrolled as a student of St. Giles School.

Morning Kids Klub is located in the Corrigan Building, 1030 Linden Ave., adjacent to the playground, for PreK-8th grade morning care, and for K-8th grade afterschool care. Preschool aftercare is located in the Early Childhood Center classrooms in the Gleeson Building, 1101 Columbian Ave. Kids Klub programming includes teacher-supervised homework time, craft project opportunities, and both indoor and outdoor play. See more detailed drop-off and pick-up information in this document.

The St. Giles Kids Klub staff is made up of experienced child-care providers, teachers, and St. Giles staff members all dedicated to providing quality child care to St. Giles families. Kathy Lofgren, St. Giles Assistant Principal, is the Kids Klub Director.

Parents and guardians are asked to use the Kids Klub email address, [kidsklub@stgilesschool.org](mailto:kidsklub@stgilesschool.org) to provide information to the Kids Klub staff regarding pick up, drop-off, and other information regarding their child as is pertains to Kids Klub. The Kids Klub email will be checked each day 30 minutes before dismissal. Parents may also call the school office during the school day, 708-383-6279, and provide the school office staff with information regarding their child's Kids Klub need for the day. The office staff will relay the message to the homeroom teacher prior to dismissal.

Parents needing to call Kids Klub while it is in session in the Corrigan Building may use the phone number, 708-383-0530, and for preschool aftercare in the Gleeson Building at 708-763-0240 to contact the Kids Klub staff directly. Please note, staff may not be available to answer the phone if they are outside with the students on the playgrounds.

Questions, comments, or concerns regarding the Kids Klub program should be directed to Kathy Lofgren, Kids Klub Director, at [klofgren@stgilesschool.org](mailto:klofgren@stgilesschool.org), or 708-383-6279, ext. 504.

## KIDS KLUB REGISTRATION AND RATES

All students attending Kids Klub must be registered online at [www.stgilesschool.org/parents/](http://www.stgilesschool.org/parents/). The registration fee is \$50 per child, \$90 per family with more than one registered child.

Kids Klub hourly rate is \$7.00 per hour, per child, for daily drop-in service during morning and afternoon Kids Klub hours. See the Late Pick-Up Policy and Fee Schedule for details regarding pick up after 6:00 pm. All charges will be added to the family's FACTS monthly billing account at the beginning of the month for the hourly usage during the previous month, based on quarter hours.

## KIDS KLUB HOURS

**Before School Care** - Morning Kids Klub begins at 7:00 am on all days that school is in session. Just prior to the beginning of the school day the Pre-Kindergarten students are walked by staff to the Gleeson Building, Kindergarten through 2nd-grade students are released to Primary staff, and 3rd through 8th-grade students walk to the appropriate Frawley Building arrival location.

**After School Care** - Kids Klub is available from dismissal until 6:00 pm daily.

**Please note: There will be NO AFTERNOON Kids Klub on Friday, December 18, 2020, and Friday, June 4, 2021.**

**Late Pick-up Fee Policy** - Kids Klub afternoon hours are dismissal until 6:00 pm. A \$10.00 late fee will be charged to FACTS account for every 10 minutes beginning at 6:01 pm. Charges will be made in 10-minute increments. Chronic late pick-up may result in dismissal from the Kids Klub program.

Late Fee Schedule:

6:01-6:10 pm \$10.00

6:11-6:20 pm \$20.00

6:21-6:30 pm \$30.00

## KIDS KLUB DROP-OFF AND PICK-UP LOCATIONS AND PROCEDURES

	<b>Drop-Off Location</b>	<b>Pick- Up Location</b>	<b>Procedure</b>
<b>Before-School Care 7:00 - 8:00 am</b>  <b>All Students</b>	<p><b>Corrigan Building 1030 Linden Ave.,</b> Southside of the building.</p> <p>Enter through playground Door D. Students are walked to their respective school buildings by Kids Klub Staff Members prior to the start of the school day.</p>		It is the responsibility of the parents/guardian to make sure that their child enters the building safely.
<b>After-School Care 3:10 - 6:00 pm</b>  <b>Kindergarten - 8th-grade students</b>	Students are picked up by Kids Klub staff members from their respective school buildings or Enrichment Programs.	<p><b>Corrigan Building, 1030 Linden Ave.</b></p> <p>Enter the playground gate and proceed to Door D on the south side of the building.</p>	Parent/guardian/authorized individuals must sign-out students. Students will only be released to those individuals authorized by parents or legal guardians.
<b>After-School Care 3:10 - 6:00 pm</b>  <b>Preschool students</b>	Full-Day preschool students that are registered for Kids Klub will remain in the Gleeson classrooms and playground areas for aftercare.	<p><b>Gleeson Building, 1101 Columbian Ave.</b></p> <p>Door L entry</p>	Parent/guardian/authorized individuals must sign-out students. Students will only be released to those individuals authorized by parents or legal guardians.

## **KIDS KLUB POLICIES**

St. Giles Kids Klub follows all St. Giles School behavior expectations for students and is overseen by the School administration. Consequences for misbehavior during Kids Klub are consistent with those in the St. Giles School Handbook. Continued discipline issues will be addressed by administration and may lead to exclusion from the Kids Klub program.

**\*NEW\*** No food will be given to students during Kids Klub hours. Families are encouraged to provide their children with healthy snacks from home. When sending snacks for Kids Klub parents are reminded to follow the St. Giles School Nut Free Policy found in the School Handbook.

No outside electronics are allowed during Kids Klub. The Kids Klub electronics policy is consistent with the St. Giles School Electronics Policy that is in place during the school day. Students will be provided with school Chromebooks for homework completion.