

St. Giles School



**Before and After School Care
Parent Handbook
2018-2019**

KIDS KLUB PROGRAM DESCRIPTION

St. Giles Kids Klub is open to all children currently enrolled as a student of St. Giles School. Kids Klub provides quality childcare for St. Giles students both before and after school. Located in the Gleeson Building, 1101 Columbian Ave., Kids Klub provides a warm and caring environment for students. Kids Klub programming includes teacher-supervised homework time, afternoon snack, outdoor and indoor play, specialized crafts, and planned activities. Two separate rooms are designed to meet the needs of younger and older students.

KIDS KLUB CONTACT INFORMATION

Questions, comments, or concerns regarding Kids Klub should be directed to Kathy Lofgren, Kids Klub Director, at klofgren@stgilesschool.org, or 708-383-6279, ext. 504.

Parents and guardians are asked to use the Kids Klub email address, kidsklub@stgilesschool.org to provide information to the Kids Klub staff regarding:

- pick-up,
- drop-off
- other information regarding their child as it 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 Gleeson Building may use the phone number, 708-763-0240, to contact the Kids Klub staff directly. Please note, a staff member will only be available at this phone number during morning sessions, 7:00 am-8:05 am, and afternoon sessions approximately one hour after dismissal until 6:00 pm.

2018-2019 KIDS KLUB STAFF

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

Morning staff:

Denise Rebollo - Head Supervisor

Kathy Ritten - Supervisor

Joanne Senese - Supervisor

Afternoon staff:

Martha Gonzalez - Head Supervisor

Rosemarie Barone - Supervisor

Rebecca Burns - Supervisor (St. Giles 5th grade teacher)

Lisa DeAlba - Supervisor (St. Giles 3rd grade teacher)

Karen Giannoble - Supervisor (St. Giles lunch/recess supervisor)

Bryanna Gomez - Supervisor (St. Giles reading resource teacher)

Carol Nelson - Supervisor (St. Giles classroom aide)

KIDS KLUB REGISTRATION AND RATES

All students attending Kids Klub must be registered [online](#). The registration fee is \$50 per child, \$90 per family with more than one child registered.

Kids Klub hourly rates are \$7 per hour, per child for daily drop-in service and \$6 per hour, per child for a 5 day weekly regular schedule equalling \$30 per week, for each scheduled hour. See the Late Pick-Up Policy and Fee Schedule below for details regarding pick up after 6:00 pm. All charges will be added to the family's FACTS monthly billing account. Weekly schedules will be billed at the beginning of the school year with charges divided equally

throughout the year, and drop-in daily schedules will be billed at the end of each month based on usage that month.

KIDS KLUB HOURS

Before School Care - Morning Kids Klub begins at 7:00 am on all days that school is in session. At 8:05 am Pre-Kindergarten students are released to their teachers, Kindergarten through 4th grade students are walked to their buildings by staff, and 5th through 8th grade students walk to the Frawley Building.

After School Care - Kids Klub is available from dismissal until 6:00 pm daily. This includes half-day scheduled Parent/Teacher conference days, October 18th and 19th and February 7th, 11:40 - 6:00 pm.

Please note: There will be NO AFTERNOON Kids Klub on Friday, December 21, 2018 and Friday, June 7, 2019.

Late Pick-up Fee Policy - Kids Klub afternoon hours are Dismissal - 6:00 pm. A \$10.00 late fee will be charged to FACTS account for each 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, PROCEDURES

	Drop-Off Location	Pick- Up Location	Procedure
Before-School Care	Gleeson Building, 1101 Columbian Ave. Students are walked to their respective school buildings by Kids Klub Staff Members prior to the start of the school day.		It is the responsibility of the parents/guardian to make sure that their child enters the building safely.
After-School Care	Students are picked up by Kids Klub Staff Members from their respective school buildings or Enrichment Programs.	Corrigan Building Playground, 1030 Linden Ave. *see below for more information. OR Gleeson Building 1101 Columbian Ave.	Parent/guardian/authorized individuals must sign-out students. Students will only be released to those individuals authorized by parents or legal guardians.

*Kids Klub will begin after-care programming on the Corrigan Building playground, unless prevented by inclement weather. Typically the outside play will be for 1 hour after dismissal. Parents and guardians picking up children within one hour of dismissal should go to the Linden Ave. playground gate, or the alley gate to pick up and sign out their children.

KIDS KLUB BEHAVIOR EXPECTATIONS

St. Giles Kids Klub follows all St. Giles School behavior expectations for students, and is overseen by the School administration. Consequences for misbehaviour 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.

KIDS KLUB GENERAL POLICIES AND PROCEDURES

After Care Snack: A light snack is provided daily during the afternoon Kids Klub session. Typically snack will be served to the students after arriving at the Gleeson Building. Many students also bring their own snacks from home. Parents are reminded to follow the St. Giles School Nut Free Policy, found in the School Handbook when providing snacks for their children.

Electronics: 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. Jr. High students may use their school-issued iPads for homework in the Kids Klub Homework Room.