St. Giles School

Before and After School Care Parent Handbook 2019-2020

kidsklub@stgilesschool.org

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 Corrigan Building, 1030 Linden Ave., adjacent to the playground. Kids Klub provides a warm and caring environment for students. Kids Klub programing includes teacher-supervised homework time, afternoon snack, outdoor and indoor play, specialized crafts, and planned activities.

KIDS KLUB CONTACT INFORMATION

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 Corrigan Building may use the phone number, 708-383-0530, 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-8:00 am, and afternoon sessions approximately one hour after dismissal until 6:00 pm.

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

2019-2020 KIDS KLUB STAFF

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.

Morning staff:

Denise Rebollo - Head Supervisor

Kathy Ritten - Supervisor (St. Giles classroom aide/substitute teacher)

Afternoon staff:

Martha Gonzalez - Head Supervisor kidsklub@stgilesschool.org

Rebecca Burns - St. Giles teacher

Lisa DeAlba - St. Giles teacher

Natalie Kreun - St. Giles teacher

Carol Nelson - St. Giles substitute teacher

Karen Giannoble - St. Giles lunch/recess supervisor

Rosemarie Barone

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 $6.50 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. Monthly charges 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. 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 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 17th and 18th and February 6th, 11:40 - 6:00 pm.

Please note: There will be NO AFTERNOON Kids Klub on Friday, December 20, 2019 and Friday, June 5, 2020.

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	Corrigan Building 1030 Linden Ave. south side of building. 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.		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, 1030 Linden Ave, Door D, or adjacent playground	Parent/guardian/authorized individuals must sign-out students. Students will only be released to those individuals authorized by parents or legal guardians.

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. Snack will be served to the students upon arrival in the Kids Klub room or after the outdoor play time. 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.