



OST (Out of School Time) Program Policies

After School Care

Welcome to the Roncalli SonShine Patch OST Program. The OST program provides after-school care for children grades K-6th once school is released at the end of the day. We are excited and blessed to have you join us this school year. We are busy planning and prepping for another school year filled with adventure, exploring and learning. Listed below are important details you need to know before our OST program begins.

Dates:

First date open: Thursday, August 25th, 2022

Last date open: Wednesday, May 17th, 2023

*ALL K-12 students are dismissed at 1:00 every Wednesday during the school year to allow staff to attend Professional Development. Every Wednesday, the OST program will offer child care from 1:00-3:20 at **NO CHARGE** to families who need their child/ren to stay until 3:20. If you need your child to stay, **YOU MUST FILL OUT** a registration form in advance so we can adequately staff the program.

****We will be following the Aberdeen Catholic School Calendar. You will be notified in advance if we offer services on any no school days.**

For policies, tuition rates, and listing of days closed, please refer to our website:

<https://www.aberdeenroncalli.org/schools/after-school-program>

Hours of Operation:

Monday through Friday, 3:20p.m. to 6:00 p.m., every school day in session.

If you are running late and will not arrive by 6:00 pm, please call and let staff know. For every minute past 6:00 p.m. that your child is here, a \$1/minute late pick-up fee will be charged to your account. After two occurrences a conversation with the Director will occur to determine a plan and continued enrollment in the Summer Program.

***OST care for PreK-2nd grade is provided at Roncalli Primary School located at 419 1st Ave NE. 225-3460**

***OST care for 3rd-6th grade is provided at Roncalli Elementary School located at 501 3rd Ave SE. 229-4100**

Tuition Information:

Tuition payments are PREPAID and due on the 1st of every month. A late fee of \$15 will be assessed to your account if payment is not received by the due date. Please be mindful of our policy to avoid late payment fees. We have an auto deduct form available for you if you would like to enroll in that option to avoid missing payment dates. If you were enrolled in auto-deduct, a NEW form must be filled out for the school year charges.

Your financial agreement total reflects the number of days specified on your registration form and the total number of days we are open this school year. If you need care on any additional days please let us know and we will try to accommodate your request. Any additional days will be charged the normal rate. If an account were to become delinquent, this would forfeit a child's registration in the SonShine Patch OST Program.

Sign In and Out System:

When the child arrives at the classroom after being released from school, an OST staff will check them into OST programming. When you come to pick up your child, we ask you to please remember to check them out before leaving the building through our SmartCare system. You may use either the QR code through the SmartCare app or use a 4 digit code that we can provide to you.

Absent/Sick Child:

If you know your child will be absent on a contracted day, please let the front desk know. This allows us to plan accordingly for activities, snacks, supplies, etc. If your child is ill, please call that morning and report it. Our phone # is: **605-225-3460** at the Primary School and **605-229-4100** at the Elementary School.

****If your child has a fever, he/she must be fever free for 24 hours before returning WITHOUT the use of fever reducing medicine.**

****If your child is lethargic and unable to participate in regular daily activities, he/she will be sent home.**

Snacks / Allergies:

Snacks will be served daily upon kids arriving at their assigned classrooms. Please do not pack a snack for your child as we will serve everyone the same snack. All items included are **PEANUT FREE**. We do have children attending our OST program with life threatening peanut allergies so please be mindful and respectful of this school policy to ensure the safety of all our students. If your child's allergy requires an EpiPen, please provide a doctor's note and an EpiPen.

Our Program:

The children will be divided into rooms based on their grade level. Our daily activity schedule will include free choice, outdoor play, gym time, snack time, learning/story/reading time, center and activity time, and so much more. In addition, we are a Christian program so please know faith based activities and daily prayer will be a part of our program too. **NO TOYS FROM HOME ARE ALLOWED UNLESS APPROVED BY SHELBY.** We provide the children with all the toys, manipulatives, etc that they will need.

Our Team:

Shelby Braun is our After School and Summer OST Director. We have a great group of staff coming together to provide care for your children this school year. We have compiled a nice mix of veteran and new staff members. Dona Mangan, Roncalli Primary Secretary, will be available throughout the school year at the front desk. Feel free to ask the staff questions and get to know them as we want you to know your child is in good, caring hands when you pick them up every day.

"If anyone is in Christ, he is a new creation" - 2 Corinthians 5:17

Shelby Braun
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