



St. Michael's Parish Day School Aftercare Statement of Services 2024-2025

Welcome to St. Michael's Parish Day School Aftercare program. Aftercare is a space where Lower School students (grades TK-4th) can create, socialize, and play in a positive nurturing environment under the watchful eye of our enthusiastic staff. Students are engaged in a variety of activities ranging from arts and crafts, outside play, and indoor games. We provide a healthy, allergy aware snack each day. Homework help is also available when appropriate. We look forward to spending the school year with your family.

Director, Arin Hassell

ahassell@stmichael.net

503-866-4208 (Please add my cell phone to your contacts)

St. Michael's Parish Day School Aftercare is a State-certified childcare program. All enrolled students in grades TK-4 are eligible to participate. Our program is evaluated by the Arizona Department of Health Services annually.

Aftercare is offered from 3:10 p.m. - 5:30 p.m. Monday through Friday on all scheduled full school days, and 11:50 a.m. - 5:30 p.m. on scheduled half days. There are several exceptions during the start of a holiday or at the end of the school year. Please refer to the [2024-2025 Academic Calendar](#) for these exceptions.

Families may enroll in an Aftercare contract or may drop-in occasionally. We have found that consistency is best for students, the program and schedule planning.

At the conclusion of the school day, students are brought to Aftercare by their classroom teacher and signed in by the Aftercare staff. A parent or guardian must sign the student(s) out to take them home. If someone other than the listed authorized individuals are picking up the student, it must be communicated in writing to the director prior to a student's release.

Steps to enroll:

1. Choose a contract option that works best for your family
2. Fill out and return attached registration form
3. Fill out and return attached AZDHS "Blue Card"
4. Fill out and return attached permission slip for the Harold Bell Wright Park
5. Attach an up-to-date immunization record



St. Michael's Parish Day School Aftercare Registration 2024-2025

Child's Name: _____

Grade/Teacher: _____

Parent(s) Name: _____

Email Address: _____

Please choose the contract option in which you would like to enroll the child listed above:

A.	1 day/week	\$ 450/Annually	\$ 50/Monthly
B.	2 days/week	\$ 900/Annually	\$100/Monthly
C.	3 days/week	\$ 1,350/Annually	\$150/Monthly
D.	4 days/week	\$ 1,800/Annually	\$200/Monthly
E.	5 days/week	\$ 2,250/Annually	\$250/Monthly
F.	Drop-in	\$ 10/hour	

Contract fees will be prorated over 9 months and billed beginning September 1, 2024, and ending on May 1, 2025. There will be a 5% discount for full Annual payment at the time of registration. Please let the director know if you plan on paying the full amount so that the discount can be applied in the billing portal.

For drop-in care, there is no fractional time period, meaning any portion of an hour is rounded up.

Fees are charged on your monthly tuition statement. You can choose a contract from above (see A-F) in August when registering for the upcoming year, and then again in January if changes are needed. **There will be no changes to contracts accepted after registration other than switching to drop-in care.** If there is a question regarding a certain billing please contact the Director, Arin Hassell or the CFO, Charmaine Lang. If deemed appropriate a refund/credit will be issued on your next tuition statement.

There will be an overtime charge of \$1.00 for each minute after 5:30 p.m. a parent or guardian is late picking up the student. There is also a sign out charge of \$5.00 if families fail to sign the student out of Aftercare. Siblings under the age of 18 are **NOT** allowed to sign a child out of Aftercare.

Arizona state law requires St. Michael's Parish Day School Aftercare to have a registration form, a completed AZHS Emergency, Information, and Immunization Record Card (AZDHS Blue Card) and an up-to-date immunization record before a child can be accepted into the program.



St. Michael's Parish Day School Aftercare Permission Slip 2024-2025

I _____ (parent/guardian) give my permission to St. Michael's Parish Day School Aftercare to escort my child to *Harold Bell Wright Park*** during the 2024-2025 school year. I understand that I can pick my child up before the return time.

Departure time: 4:00 p.m.
Return time: **up to** 5:15 p.m.

Child's name: _____
Grade level: _____

Signature: _____
Date: _____

**Harold Bell Wright Park is located behind the school, 602 N. Wilmot Rd., Tucson, AZ 85711. This is a public park, and by signing this you understand that there may be other people at the park at the same time as your child(ren).

Updated 3/26/2024



Discipline Guidelines:

The staff actively manages discipline concerns by involving parents in problem solving. Inappropriate and/or unsafe behavior requires a conversation with the student, followed up by a conversation with the parent if deemed appropriate. If inappropriate and/or unsafe behaviors continue, an email and/or conversation with the student's teacher will follow. The Head of School may be involved with any behaviors that require more serious action.

Dis-enrollment:

If there is a serious problem or continual problems with a child, the Head of School will make the final decision of any additional actions that need to be taken or if your child needs to be dis-enrolled from the Aftercare program.

Transportation Procedures:

The school does not provide transportation for the Aftercare students.

Field Trip Requirements:

Aftercare students do not participate in off-campus field trips except to the Harold Bell Wright Park located directly behind St. Michael's Parish Day School.

Parent Responsibilities:

These guidelines are outlined in the enrollment contract. Parents are always welcome on campus, however for safety and security please keep the main gates closed and follow all sign-out procedures.

Liability Coverage:

St. Michael's Parish Day School's Aftercare program is in accordance with the Arizona Department of Health Services' regulations relative to liability insurance coverage. St. Michael's Aftercare is licensed and regulated by the Arizona Department of Health Services, Childcare Licenses, 400 W. Congress, Suite 100, Tucson AZ 85701, phone 520-628-6540. Yearly inspection reports are available in the director's office upon request.

Emergency Medical Procedures:

Each child must have an emergency information sheet completed and on file with the Aftercare program, as well as, with the school. In case of a life-threatening emergency, our first reaction is always to call 911. Children will be taken to the Emergency Room of St. Joseph's Hospital (adjacent to the campus). The legal guardian of the child will be notified, and a report will be filed with the Arizona Department of Health Services as required. Our Aftercare staff is trained and licensed to perform CPR and are equipped with a First Aid Kit. The legal guardian will be informed of all procedures.

Inspection Reports:

Current inspection reports and licenses are located in the office of the director and may be viewed upon request.

Pesticides Alert:

A parent notification will be posted on the school office door 48 hours prior to any pesticide inspection spraying.

EIN Number:

86-0143859

ADHS Regulation:

This facility is regulated by the Arizona Department of Health Services. The AZDHS can be contacted at 400 W. Congress, Suite 100, Tucson AZ 85701, phone 520-662-6540.

Aftercare Staff:

All Aftercare staff are required to complete a Central Registry (ADCS) background check, hold a current Fingerprint Clearance Card, hold a current CPR and First Aid Certification and complete 16 hours of professional development annually.