

Holy Angels Before and Aftercare Policies

Before Care

Monday–Friday from 6:30am – 7:30am.

- Children may arrive to school as early as 6:30am. Upon arrival they will receive a temperature check and a mask if needed.
- Students are escorted by staff to the cafeteria for **FREE** breakfast at 7:30am.
- If weather permits, students are escorted by staff to the playground at 8:00am and the teachers pick them up from there.
- Students are not allowed to go to their classrooms for any reason until they are dismissed by our morning care staff or a teacher.
- School begins at 8:15am.
- Tardy students may have breakfast if some remains, but they must report to the main office first for temperature and mask check.

Aftercare

Holy Angels aftercare program hours are 3:30pm-6:00pm, Monday-Friday. During Kids Club, students will learn engage in hands on activities, small group games and homework support. Upon arrival to aftercare, students will be placed in their assigned area and will receive one **FREE** FSP approved snack. Students are instructed to sanitize their hands before snack and to always wear their mask, unless they are on mask break, drinking or eating a snack.

When picking up your children from aftercare call **(872) 303-8870**. Please give the staff member your students' name/grade and we will bring them to you at **Door #2**. For safety and health reasons, we ask that you wait outside of **Door #2** until we bring your child/ren to you. Please be patient with us.

Late Pick Up

If your child remains in the care of the Holy Angels aftercare program past 6:30pm, there will be only **ONE** warning. If this happens a second time, the child may be asked to leave the program. If a child is still in the care of Holy Angels for over **one** hour after the close of the aftercare program, we are required to call social services and deliver the student to the local Chicago Police Department. Therefore, please let us know if you are going to be late. Late arrivals place an unfair burden on our staff and your child. If you will be late, please plan for a designated person to pick up your child (**ID required**). Remember, your child, as well as our staff, worry about you when you are late.

If there are any questions or concerns, please contact the Extended Care Director, Ms. Shawnte' at **(773) 624-0727**.

Parent/Teacher Communication

The before or aftercare Director will contact the parent/guardian if there are any concerns about your child. Parents, please be sure that all phone numbers on file are correct and up to date. Courtesy calls are only for delays 30 minutes or less, when situations are beyond your control. If you have a concern, or a problem arises and you cannot pick up your child/ren as planned, you are required to contact the aftercare Director, Ms. Gordon, at **(773) 624-0727**.

Billing

The cost of before care is a flat rate of **\$3 per child**. The cost of aftercare is **\$3 per hour, per child**. Invoices will be sent from both Procure and FACTS. Payments are only to be made through your FACTS account or directly to the **Main Office**.

Paying Online: Log in to your FACTS Account by following the link provided in your invoice or at <https://online.factsmgmt.com>. Select "Make a Payment" next to the "Other Billing" option. You will have a chance to review the invoice summary then click on the Payment Options link. If there are any questions, please contact the aftercare Director, Ms. Shawnte' at **(773) 624-0727**.



Before Care Schedule

Time	Mon-Fri
6:30 – 7:30am	Arrival at Door #1
7:30 – 8:00am	FREE Breakfast

Aftercare Schedule

Time	Mon-Thur
3:30 – 4:00pm	Arrival / Snack Time
4:00 – 4:45pm	Homework / Reading or Math Club
4:45 – 5:45pm	Free Play / Game Play
5:45 – 6:00pm	Pick Up at Door #2

Friday is FREE PLAY!!

Students will have a snack from 3:30pm to 4pm. At 4pm Free Play starts. During Free Play the students pick a game or activity, from a list we provide. They are allowed to play in a small group or independently from 4:00pm until they are picked up.

Student Expectations

- ~ Be considerate & respectful to others.
- ~ Show respect for school property.
- ~ Use an inside voice always.
- ~ Raise your hand to use the restroom & before speaking.
- ~ Work quietly during homework time and follow directions.
- ~ Help each other.
- ~ Have fun & enjoy the time you get to spend with your friends.