

## **Gabriel Club – After School Care Handbook**

Since we are connected with St. Gabriel, the Archangel, Catholic School, we will be following the guidelines and regulations outlined in the Parents' Handbook with some minor adjustments. The reference pages to the Parents' Handbook are noted after the topic heading.

### ***FINANCIAL OBLIGATION TO GABRIEL CLUB - GABRIEL CLUB (p. 3-4)***

After the initial registration fee of \$50.00, there will be monthly payments of \$160.00 for one child, \$270.00 for two children and \$320.00 for three or more children. At the beginning of each month, the payment will be made out to Gabriel Club and sent to the parish office in care of Joan Miller. One reminder will be sent out. Failure to pay for the month will result in the child not being allowed to return to Gabriel Club until all payments are completed.

### ***LOCAL/NATIONAL DISASTER PLAN (p. 7)***

Gabriel Club will follow the school policy with regards to local /national disaster plans. If any disasters occur during the "after school" hours, the staff will contact you as soon as possible. Please do not try to contact us, so as to leave the phone lines open. If a disaster occurs during school hours, please note that Gabriel Club will not be meeting.

### ***ATTENDANCE, ABSENCES, TARDINESS (p. 9)***

In case of a child's absence, please call the school office so that the secretary will be able to inform the Gabriel Club staff. In case of an emergency after school hours please call Sister Marie Sanchez, OSF (512-743-8095) to update her on the emergency. In case of a doctor/dentist appointment, etc., notification the day before would be appreciated. *If parents are late picking up their children, a \$10.00 late fee will be added to the monthly payment. Frequent late pick-ups will be dealt on an individual basis.*

### ***BEHAVIOR (p. 10-12), SERIOUS DISCIPLINARY CONSEQUENCES (p. 32-34)***

It is expected that all the children at Gabriel Club will be well-behaved. The rules posted for Gabriel Club are as follows:

1. We are respectful of everyone and everything.
2. We share.
3. We listen.
4. We keep our hands and feet to ourselves.
5. We ask permission to leave the room.
6. We walk everywhere.
7. We have fun.

All the children will be aware of these rules and agree to them by signing their names under the posted rules.

The team of Gabriel Club does realize that there will be days or circumstances when children will opt to not make good choices. Some examples of these behaviors have been listed in the Parents' Handbook and will not be tolerated in the after-school program. Children displaying these behaviors will be warned twice and given a "cooling down" period (time not to exceed their age). Parents will be informed of the behavior. If the behavior continues, then an incident report will be filled out and presented to the parents for signature. Any kind of behavior resulting in a physical injury will automatically warrant an incident report. *(Three incident reports will result in a suspension for 3 days from the Gabriel Club). A parent conference will be set up with the coordinator, Sister Marie Sanchez, OSF (512-743-8095) and Mrs. Tonya McEnergy (353-1229, ex. 242).*

### **CELL PHONES AND ELECTRONIC DEVICES (p. 13)**

Students may have cell phones and/or other electronic devices in their book bags but will not be allowed to use them during Gabriel Club program hours. In case of an emergency, permission will be granted to students who need to contact parent(s)/guardian(s).

### **PROTECTING GOD'S CHILDREN (p. 14)**

All team members of Gabriel Club have completed the program, Protecting God's Children.

### **EMERGENCY FORMS (p. 15-16)**

Each year emergency forms indicating phone numbers where you can be reached during the day are to be completed. It also includes information regarding whom to contact when you are unavailable. This form should be completed and sent back to the coordinator of Gabriel Club at the time of registration. Please notify the Gabriel Club staff of any changes during the year.

### **EXTRACURRICULAR ACTIVITIES (p.16)**

If your child is attending any extracurricular activities and then coming to Gabriel Club, please inform the coordinator before the activities commence. The teacher of the extracurricular activities sponsored by the school will escort the child to Gabriel Club, but the team needs to know that the child is coming. Also, if your child is being tutored after school and then coming to Gabriel Club please inform the coordinator.

### **HOMEWORK (p. 19)**

The students ordinarily have homework. Homework will be given on four nights of the week, Monday - Thursday. This may be written or study work. The approximate time that should be devoted daily to homework is provided in this guide:

Grades K-1 15-20 minutes      Grade 2-3 30-45 minutes      Grade 4 30-60 minutes

Grades 5-6 60-75 minutes      Grades 7-8 60-90 minutes

At Gabriel Club 30 minutes of homework time will be provided for all students, K-8. Assistance and tutoring will also be available. All students will be expected to do homework during this time. All students are required to bring pencils, paper and crayons in their backpack for homework time. Each should bring a favorite book to read on those days no homework is assigned.

### ***ILLNESSES AND INJURIES (p. 20-21)***

In case of illness, please contact the school office so that they will be able to inform Gabriel Club. For injuries occurring during the after-school program, an accident form will be completed, ready for the parent/guardian to sign upon pick-up. However, if there is a serious injury to the child, the team will tend to the child, call 911 and then call the parent.

### ***INCLEMENT WEATHER (p. 21)***

Due to inclement weather (ice or snow), the school must sometimes be closed. If the forecast is threatening, please keep your radio tuned to KMOX (AM 1120). Also, announcements are made on the three major television stations – KTVI, KMOV, and KSDK. Our school will be announced as ST. GABRIEL THE ARCHANGEL. We will also call each family through our SCHOOLREACH phone blast system. Please do not call faculty/staff at their homes or the rectory for this information. If snow begins falling during the school day after the children are already in class, it is of utmost importance that parents listen closely to the stations listed above. Please do not call the school office regarding school closing because of weather conditions, except in an emergency. This will allow the school phone to be kept clear for emergency calls. Parents are always allowed to pick-up their child if they deem it necessary.

Gabriel Club will also follow these guidelines in case of inclement weather.

### ***LUNCH PROGRAM AND SNACKS (p. 22)***

During times of early dismissal, the children will be expected to bring their lunches to Gabriel Club. In consideration of children with allergies, please do not send any lunches with peanut products. After check-in, the children will be able to eat their lunches. Parents of children with allergies are to send alternative snacks to have available for their child. There will be a snack provided daily for the children.

### ***MAINTAINING SCHOOL PRIVACY (p. 22)***

No pictures or information concerning the children and staff members of Gabriel Club will be posted on any kind of social media unless there has been a signed form giving expressed permission to do so.

### ***MEDICATIONS/ALLERGIES (p.23, 28)***

All significant medical condition information should be given to the Gabriel Club coordinator. The emergency forms should also contain any pertinent information. If there is a need for a child to have an epi pen or inhaler for allergies, please have the doctor's orders, the epi pen or inhaler in a plastic bag with the child's name. These bags will be kept in the Gabriel Club closet. In case of an emergency, the team has been instructed to monitor the child, call 911 and then the parent.

### ***PICK – UP OF CHILDREN (p. 24-27)***

The door near the cafeteria on the parking lot side will be considered the pick-up door for the Gabriel Club. Please call/text 512.743.8095 or number posted on exit door to contact the team.

### ***RECESS GUIDELINES (p.30)***

The following are adapted from the Iowa Department of Public Health's Child Care Weather Watch and may be viewed at <http://www.idph.state.ia.us/hcci/common/pdf/weatherwatch.pdf>. These are guidelines only and not meant to be a substitute for professional judgment.

## **WINTER**

30 degrees to 90 degrees – comfortable for outdoor play

10 degrees to 32 degrees – use caution; may be necessary to decrease outdoor time.

10 degrees or below - children should not go outside. \*\*Temperature wind-chill may impact decisions

## **SUMMER**

30 degrees to 90 degrees – comfortable for outdoor play

90 degrees to 100 degrees – use caution; may be necessary to decrease outdoor time.

100 degrees or above - children should not go out. \*\*Temperature includes heat index may impact decisions Use caution.

Children should be clothed appropriately for the weather and have access to fluids and sunscreen. Closely observe children for signs of becoming too hot or too cold.

## ***GABRIEL CLUB HOURS/SCHEDULE***

The after-school hours will be from 3:00 pm to 6:00 pm. During that time there will be a chance for the children to have a snack, to do homework, to play games and to have fun. The schedule is generally:

Student Check-in & Announcements:	3:00 p.m.
Recess (outside/gym):	3:10 – 3:45 p.m.
Snack & Homework Period:	3:45 – 4:30 p.m.
Games/Projects-arts & crafts/Activities:	4:30 – 6:00 p.m.

This schedule is flexible as space, numbers of team members & children, seasonal projects require.

We are expecting a grand year at Gabriel Club. We echo the philosophy of St. Gabriel School to:

- create and uphold an atmosphere of honesty, dignity, self-discipline, belonging, and tolerance of individual differences.
- cultivate the whole person both during and after school by providing students opportunities in art, music, athletics, and other pursuits.
- We hope to enrich our students so they will be, like our patron saint, messengers of the Good News wherever they go.