



2017 - 2018

# AFTER SCHOOL PROGRAM

EXPLORE. LEARN. GROW.



**St. James**  
CATHEDRAL SCHOOL

505 E. Ridgewood St. Orlando, FL 32803  
ph: 407-841-4432 ■ fx: 407-648-4603 ■ [stjcs.com](http://stjcs.com)



# ST. JAMES ROARS

## OUR AFTER SCHOOL MOTTO

Our Panther pride continues from the academic classroom to our enrichment and extracurricular activities. Modeling good character and behavior is the essence of living our faith and creating a solid foundation for our children here at St. James Cathedral School.

## CODE OF CIVILITY

We are committed to an environment that fosters mutual respect among our staff, parents and students. Communication among everyone is encouraged to enhance our partnership and help our children achieve at the highest possible level.

Practice and display of civility helps model good behavior for our students and teaches them to extend the same to others. Should you have questions or concerns, we encourage parents to contact our ASP Director to schedule a meeting either by phone or in person.

## CONSCIOUS DISCIPLINE

Conscious discipline integrates social-emotional learning, discipline, and self-regulation so less time is spent policing behaviors. Our conscious discipline is a 4-part approach when students in ASP are off task: redirect, verbal coaching, reflection, and parent conversation.

This approach offers students the opportunity to learn how to respond to daily conflict in a way that transforms it into a critical life skills lesson as they grow.

**R**ESPECT MYSELF  
AND THOSE  
AROUND ME.

**O**FFER HELP  
TO OTHERS.

**A**CT  
RESPONSIBLY  
AND SAFELY.

**R**EACH FOR  
YOUR DREAMS.

**S**TRIVE TO BE  
CHRIST LIKE.





# COMMITMENT TO EXCELLENCE

Located in the heart of downtown Orlando, our school has brought forward 90 years of academic excellence and spiritual enrichment. Our history of building family and educational traditions for nearly a century has become the cornerstone of St. James Cathedral School.

Our After School Program is built upon the same foundation values as our academic curriculum where we encourage each child to explore, learn, and grow.

Children participating in these programs learn to build confidence and academic strength within themselves while making memories that last a lifetime.

We encourage our parents to capture their Panther Promise hours by volunteering in our After School Program throughout the year. Your presence would be a remarkable treat for your child(ren).

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# MOTIVATING KIDS TO BE ACTIVE

EXPLORE. LEARN. GROW



Our After School Program (ASP) schedule offers a structure that creates a positive and safe environment for all students. It is designed to provide students an opportunity to socialize, engage, and explore different activities after a full classroom day.

## PRESCHOOL

Each day is filled with a variety of activities for our little ones that will be experienced in 30-minute rotations.

**MONDAY:** Outside playtime, snack, reading circle, board game play, clean up

**TUESDAY:** Outside obstacle course, snack, reading circle, organized group play, clean up

**WEDNESDAY:** Outside playtime, reading circle, snack, arts and crafts, clean up

**THURSDAY:** Outdoor group games, snack, reading circle, lego play, clean up

**FRIDAY:** Outside playtime, snack, reading circle, indoor fun play, clean up

I AM  
A CHILD  
OF GOD

## GRADES K-8TH

### 3:00pm - 3:30pm:

- Check-in
- Social time
- Activities (Board Games)

### 3:15pm:

- Paid enrichment activities begin

### 3:30pm - 5:00pm\*:

- Homework time (Tuesday and Thursday)
- Outdoor guided activities

### 5:00pm - 5:45pm:

- Indoor activities

### 5:45pm - 6:00pm:

- Group clean up

\*Homework time will be held from 3:30pm 4:30pm.

Students attending paid enrichment sessions will be picked-up by their instructor at 3:15pm. Length of session may vary depending upon activity.

Students will rotate to the Outdoor Guided Activities upon completion of homework or paid enrichment activity.

## WEATHER IN FLORIDA

In the event of inclement weather, ASP activities will be held indoors. These activities will continue to offer guided social enrichment, team building, and free time for students to enjoy.





## ELIGIBLE ENRICHMENT ACTIVITIES

We are constantly building out our enrichment program options. Each eligible organization that receives an acceptance award to participate in our After School Partner Program may provide activities that include:

- Science, Technology, Engineering and/or Mathematics (STEM) activities
- Arts and music education activities
- Health and wellness activities
- Recreational activities
- Entrepreneurial education programs
- Tutoring services (including those provided by senior citizen volunteers and mentoring programs)
- Telecommunication and technology education programs
- Programs that promote social/emotional learning and development
- Service learning activities
- Global education and world languages
- High school and career readiness activities
- Virtual high school and other credit recovery opportunities
- Parent engagement activities and family literacy.

## AFTER SCHOOL PAID ENRICHMENT PROGRAMS

Our ASP paid enrichment programs focus on creating high-quality programs outside of regular school hours.

**These optional extracurricular activities are available to ALL SJCS students in grades PK - 8th** and provide students an extension to academic, spiritual, and social enrichment.

We have implemented a Partner Program RFP selection process where each potential activity is screened to meet the goals of this program.

To learn more about our After School Paid Enrichment Programs offered throughout the year, please visit the After School tab located under "Student Life" on our school website: [stjcs.com](http://stjcs.com).

[LEARN MORE](#)

*“The art of teaching is the art of assisting discovery.”*

~ Mark Van Doren



# PANTHER PROMISE EXTENDS TO AFTER SCHOOL

**IT COUNTS. IT MATTERS. IT MAKES A DIFFERENCE.**

Our **Panther Promise** is a philosophy that builds upon our parent and community involvement initiatives. Every St. James family is asked to commit to a minimum of 15 hours of volunteer work to fulfill their Panther Promise every year.

We believe a family that who volunteers together builds very important characteristics in their children through the stewardship of Jesus Christ.

## **BACKGROUNDS**

ALL volunteers must complete a mandatory background and fingerprint check through the Diocese of Orlando.

Please note, the full background and fingerprinting process can take up to 2-3 weeks depending on the volume of submissions being processed through the Diocese.

### **To get started visit:**

<https://www.orlandodiocese.org/safe-environment/english/>

## **WAYS TO GET INVOLVED**

Our ASP hours are from 3pm-6pm on normal school days. Early dismissal and "No School" day hours are between 7am - 6pm.

### **Here are a few ideas to get involved and volunteer with ASP:**

- Help with student check in/out
- Field or classroom monitors
- Homework helpers (K-8th)
- Read books to students
- Lead fun, group activities (indoor/outdoor)
- Host an activity day (such as arts & crafts, music, sports, games, etc.)
- Organize community service activities (such as making cards for sick children, military soldiers or pack supply bags to help our sister charities, etc.)

The possibilities are endless and we would welcome all that wish to help.

# PRICING SCHEDULE 2017-2018

**OFFERING FLEXIBLE  
SOLUTIONS**

Our 2017-2018 After School Program (ASP) is built based on a flex schedule. There are four program plans to choose from.

Each plan offers flexibility, allowing you to choose how and when you use the extended care days throughout the month. **All pricing is based on per child (pc).**

## PART-TIME PLANS

**Registration & Materials Fee.....\$65**

- Fee is per child and non-refundable

### PART-TIME A

### PART-TIME B

#### 4 WEEK CALENDAR MONTH

\$50/mo/per child  
4 days/mo

\$100/mo/per child  
8 days/mo

#### 5 WEEK CALENDAR MONTH

\$65/mo/per child  
5 days/mo

\$125/mo/per child  
10 days/mo

## FULL-TIME PLANS

**Registration & Materials Fee.....\$100**

- Fee is per child and non-refundable

### FULL-TIME

### FT FAMILY

#### 4 WEEK CALENDAR MONTH

\$200/mo/  
per child

\$490/mo/total  
(3+ Children)

#### 5 WEEK CALENDAR MONTH

\$245/mo/  
per child

\$580/mo/total  
(3+ Children)

## DROP-IN & EXTENDED HOURS

### ENROLLED

### NON-ENROLLED

#### DROP-IN OR PART-TIME OVERAGE

\$25/day/per child

\$25/day/per child

#### EARLY DISMISSAL .....

\$30/day/per child

\$45/day/per child

#### NO SCHOOL DAYS .....

\$35/day/per child

\$50/day/per child

During early dismissal or "no school" days, field trips or extracurricular activities may be held. Activity fees may be charged at the time of the individual activity and are based on per child. Please review the program guidelines for participation details.



# PROGRAM GUIDELINES

## 2017-2018

Please take a moment to familiarize yourself with the details and contact our office at (407) 841-4432 Ext. 107 with any questions.

### HOURS OF OPERATION

After School is open on normal school days from 3:30pm - 6pm. Hours for "Early Dismissal" and "No School" days where After School is open will accommodate drop-off and pick-up hours between 7am - 6pm.

### PLAN CHANGES

Registrants may only change plans twice within the academic school year after initial registration. Changes will take effect the first of the month following receipt of written email request. All change requests must be received in writing via email. **Please send change requests directly to [anthony.rodriquez@stjcs.com](mailto:anthony.rodriquez@stjcs.com) and [maria.marcano@stjcs.com](mailto:maria.marcano@stjcs.com).**

### 4 VS. 5 WEEK BILLING SCHEDULE

- August: 8/9-9/1 (4 Week)
- September: 9/4-9/29 (4 Week)
- October: 10/2-10/27 (4 Week)
- November: 10/30-11/24 (4 Week)
- December: 11/27-12/20 (4 Week)
- January: 1/3-2/2 (5 Week)
- February: 2/5-3/2 (4 Week)
- March: 3/5-3/30 (4 Week)
- April: 4/2-5/4 (5 Week)
- May: 5/7-6/1 (4 Week)

### LATE PICK-UP

A late fee of \$1.00 per minute will be charged for pick-ups occurring after 6pm. **For emergencies, or contact regarding your delay with After School staff during after-hours, please call: (321) 662-1151.** Late fees will be auto-billed weekly to your FACTS account.

### DROP-IN

The Drop-In fee will be assessed for students not picked up from the car lane by 3:45pm on **normal school days** or within 30 minutes after early school dismissal. Students not picked-up by this time will be checked into the After School Program. This ensures their safety and monitoring until an authorized person arrives to pick them up. Fees will be auto-billed weekly to your FACTS account.

A one-time allowance for an After School Program drop-in will be honored where the materials charge will be waived. Upon second use of ASP Drop-In services, a part-time materials and registration fee of \$65/per child will be auto-billed to your FACTS account.

### PART-TIME PARTICIPANTS

Our Part-Time plans offer a set number of days to be used within each calendar month. These are flex days and may be used all at once or spaced out throughout the month. Unused days are not eligible for rollover and are non-transferrable and non-refundable.

Part-time enrolled participants that go over their allotted days within the calendar month will be billed the daily drop-in rate/per child for each overage day.

**Our Part-Time plans are great for students who are participating in our ASP Paid Enrichment Activities.** These plans allow you the peace of mind and added time following the end of the paid enrichment activity session for your child to be picked up.

## ENHANCED ACCOUNTING

An added enhancement to our new After School Program is our updated accounting and billing process for ASP participants. As of 2017-2018, all ASP billing will be processed through your FACTS tuition account and set-up on a monthly recurring, auto-billing system.

Billing will occur in advance between the 1st - 10th of each month and charges will be applied to the credit card on file for your FACTS Account. Please contact our accounting department should you wish to use a different credit or debit card.

Additional applicable charges for drop-in, early dismissal, "no school" days, late pick-up, or individual activities fees will be auto-billed at the end of each week. We strongly encourage you to review the late pick-up and drop-in details in this brochure to avoid any confusion regarding when your child(ren) will be considered a participant in ASP.

Registrants may only change plans twice within the academic school year after initial registration. Changes will take effect the first of the month following receipt of written email request. All change requests must be received in writing via email.

**Please send change requests directly to:**

anthony.rodriquez@stjcs.com  
AND maria.marcano@stjcs.com.

STJCS.COM

# HOW TO ENROLL IN AFTER SCHOOL

We listened to your feedback and are excited to launch our fully integrated, online registration process for our After School Program (ASP).

## WHAT YOU WILL NEED

- FACTS Account #
- Authorized Contact names and information for Pick-Up and Emergencies
- Medical Consent Information to include: Insurance information, insurance policy #, medication names, dosage, etc.

## FORGOT YOUR FACTS ACCOUNT#?

To retrieve your FACTS account number, please visit:  
<https://online.factsmgt.com/signin.aspx>

## REGISTRATION LINK

To register your child(ren) for ASP, visit the After School tab located under "Student Life" at [stjcs.com](http://stjcs.com).

**REGISTER NOW**

## AFTER SCHOOL DEPARTMENT CONTACT INFORMATION

We encourage a collaborative partnership and are happy to hear from you. Please contact us should you have questions or concerns anytime.

**Anthony Rodriguez**  
**Director of Student Life & Activities**

E [anthony.rodriquez@stjcs.com](mailto:anthony.rodriquez@stjcs.com)

T (407) 841-4432 Ext 107

For emergencies, or contact regarding your delay with After School staff during after-hours, please call: (321) 662-1151.



# IMPORTANT SAFETY PROTOCOLS

**Our After School pick-up procedures have changed. Please take time to review these important safety protocols. Should you have questions, please contact our ASP office at (407) 841-4432 Ext 107.**

## DROP-OFF & PICK UP

For drop-offs occurring on "no school" days where ASP is open, parents should walk their child(ren) to the school's lobby for check-in.

## PICK-UP

We know you are excited to see your children when you arrive. All parents (or authorized persons) arriving to pick-up your child(ren) from After School will need to follow the steps below:

- 1** Report directly to the lobby of the school office located in the main building **prior to retrieving your child(ren)**.
- 2** Upon arrival, you will be asked to enter your personalized PIN code as part of our pick-up verification process.
- 3** Once your PIN is confirmed, we will radio for your child(ren) to report to the lobby area to depart campus with you.

**Our staff has been trained to remind parents of this important procedure. Please be mindful they are doing their job and it is for the safety of our children.**

## CAR LANE & PAID ENRICHMENT

Each child brought to After School from the car lane or upon completion of participation in our ASP paid enrichment programs will be scanned in as a participant of ASP. **Once your child(ren) is scanned in, this will trigger the appropriate tracking for monitoring, safety, and accounting purposes.**

## PARENT PIN CODES

As of 2017, we have expanded our After School check-in/check-out tracking system. Upon completion of our online enrollment for ASP, each child will have an ID card generated with a unique bar code. This ID card will be used for our check-in process.

During registration, you will be asked to enter up to 5 authorized contacts. Two of which will be for parents with three additional contacts. These contacts will be noted as the authorized persons to pick-up your child(ren) and serve as your emergency contacts for ASP.

Once your registration is complete and entered into our ASP system, a unique PIN code will be generated for each authorized contact person. Personalized PIN codes are not available so be sure to store your unique PIN code in your phone.

**Authorized contacts will receive an email with the unique PIN code. This PIN should never be shared.**

**NOTE:** The setup of parent PIN codes is currently in process and will be formally rolled-out as of September 2017. Authorized persons will be required to show a US government issued photo ID and the child's bar code must be scanned prior being released for departure from After School.





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*Academic excellence and spiritual enrichment since 1928*