

***St. Patrick School  
Morning and After  
School Programs  
2024-2025***



***To the Sacred Hearts  
Of Jesus and Mary,  
Honor and Glory!***

After School Care Schedule

**St. Patrick School 3320  
Harding Avenue Honolulu,  
Hawaii 96816**

**Telephone Numbers**

**School (808) 734-8979 ex 221  
ASC/MC (808) 734-8979 ex 286  
Fax (808) 732-2851**

**School Business Hours**

7:00am to 3:30pm

**MC HOURS**

M - F 6:30 - 7:30am ASC

**HOURS**

M-TU-TH-FR 2:30 TO 5:30pm WED

1:00 TO 5:30pm

St. Patrick School continues to follow all CDC and State of Hawaii mandates, guidelines, and regulations with regards to Covid-19 and its variants.

Time	GRS K-1	GRS 2-3	GRS 4-7
2:30pm	<ul style="list-style-type: none"> <li>◆ All children check-in with Group Leader in Café</li> <li>◆ No changing into “play clothes” (see note below)</li> <li>◆ Children are asked to bring an after school snack.</li> </ul>		
3:00pm	Homework	Homework	Outside Play Grs. 1-2 + Playground 1-2 +Restroom Break
3:45pm	Outside Play Grs. 1-2-3 +Area outside +Restroom Break	Outside Play Grs. 1-2-3 +Area outside +Restroom Break	Homework
4:45pm	Inside Activity ◆ Art or Crafts ◆ Board Games	Inside Activity ◆ Art or Crafts ◆ Board Games	Continue Homework or Inside Activity
5:30pm	<i>CLOSING</i>		

- ◆ On Wednesdays, children have free-play from 1:30pm to 2:15pm. Check-in and snack time begin at 1:00pm.
- ◆ The program does not have the staffing to facilitate the change into “play clothes.” This practice is no longer allowed.
- ◆ There is a late pick-up charge after 5:30pm of \$5.00 for every 5 minutes or fraction thereof. Late charges will either be paid im- mediately upon pick-up or billed to student’s account with the Business Office.
- ◆ If you know that you will be late in picking up your child, please call 734-8979 ext. 286.

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**MORNING CARE SCHEDULE**

<b>6:30am to 7:30am</b>	<b>Breakfast Service</b>
<b>6:30am to 7:30am</b>	<b>Free –play, puzzles, games, coloring, drawing, talk-story, reading, etc.</b>
<b>7:30am</b>	<b>Children dismissed to class or escorted to the Flag area</b>

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**Morning Care offered Mondays through Fridays**

## Philosophy Statement

St. Patrick School provides a quality Catholic education that has as its foundation the Eucharistic Spirituality of the Congregation of the Sacred Hearts. Learners are inspired to model the Hearts of Jesus and Mary through compassion and forgiveness. Learners acquire values, ethics and morals that influence their life decisions and their responsibilities to family, community and the world. Learners are challenged to collaborate in creating a better world through *service for the common good*.

St. Patrick School believes all children can learn, succeed, and discover their own special talents. Teachers create a positive learning environment through programs and extracurricular activities that foster life skills in leadership, critical thinking, creativity, collaboration and communication.

St. Patrick School promotes partnerships with parents and the extended family, with the Saint Patrick Parish and with the wider local and world communities. These partnerships strengthen communication and opportunities for learners that extend beyond the classroom experience.

School motto: *Service bono communi* “to serve the common good”

Code of Conduct: Care, Cooperate, Courtesy

Colors: Forest Green and White

Mascot: Thunderbolts

## Mission

The Mission of St. Patrick School is to educate children to witness in word and action the Eucharistic spirituality of the Congregation of the Sacred Hearts of Jesus and Mary. We inspire children to imitate Jesus and Mary by developing hearts of compassion and forgiveness. St. Patrick School challenges children to better the world through collaborative efforts that *serve the common good*.

## OPERATIONAL POLICIES

1. **LICENSING: St. Patrick School’s Morning Care Program is licensed by the Department of Human Services for no more than 120 children ages**

## ST. PATRICK SCHOOL AFTER SCHOOL

### DISASTER PLAN FOR EMERGENCIES

St. Patrick After School Program follows the same Crisis Management Policy and Disaster/Emergency Plan as outlined in the St. Patrick School Student/Parent Handbook.

St. Patrick After School Program is equipped with fire extinguishers and First-Aid Kit. In the event of fire, flood or natural disaster, the following procedures will be taken:

**FIRE DRILLS:** Drills are held the first working day of each month. Children will leave their respective areas in an orderly fashion to the designated areas on the playground. If our facilities were to be damaged by fire and not habitable, we will care for the children and call for parents to pick up their children as soon as possible.

**TSUNAMI WARNING:** The school is not in a tsunami inundation zone, so we do not anticipate an evacuation. The following procedures have been adopted in the event of a **Tsunami Warning:**

If a **warning** is issued during school hours, we will feed and take care of the children until parents can safely pick them up. You need not leave work or rush to pick up your children. It is recommended you remain in a safe area until the “all clear” is announced and avoid contributing to unnecessary traffic on roads and highways.

If a **warning** is issued before school opens, please keep your children at home. School will be closed.

### **HURRICANE/TROPICAL STORM/FLOODING:**

The school is not in a flood inundation zone, so evacuation is not the normal procedure. However, if evacuation does become necessary, the nearest designated area is Kaimuki District Park, located approximately two blocks east of St. Patrick School.

Hurricane or Tropical Storm **Watches** are issued by the National Weather Service 36 hours prior to the arrival of a storm. Hurricane or Tropical Storm **Warnings** are issued when one of these storms could affect Oahu in 24 hours or less. When a **Watch** is issued, we will monitor the storm and make a decision to close the school before the issuance of a **Warning**.

over four (4) years eight (8) months and under 14 years old. St. Patrick School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association. (WCEA).

5. Read a book or play quiet table games/activities when homework is finished.

31. CHANGES IN SERVICE: Notification of any change in service shall be made no later than thirty (30) days after the date of the change. Notification will be on Alma or announced through Blackboard Con- nect.

32. CELL PHONES: Students are allowed to bring cell phones to school. However, cell phones are strictly prohibited during school hours. Cell phones are to remain in backpacks or in student lockers for the *entire day beginning at 7:45am and ending at 2:30pm.* Students who attend the After School Care program are also required to keep cell phones in their backpacks.

Students are not allowed to use cell phones at any time during the day. If students need to call home, the call must be made from the school office.

Any cell phone seen out of lockers or backpacks during the regular school hours or during the After School Care program will be confiscated, brought to the Office and kept for TWO (2) WEEKS.

Parents are asked to review the above policy with their child. Parents should make sure their child understands the consequences of using a cell phone during the school day and/or during After School Care. Parents should reassure their child that phone calls may be made at the School Office or the After School Care Office.

2. HOURS: The Morning Care/After School Program is open during the regular school year. The hours are as follows:

Morning Care	6:30 to 7:30am	
After School Care	2:30 to 5:30pm	
Early Dismissal	1:00 to 5:30pm	(Every Wednesday)

3. TUITION: Morning and/or After School tuition is charged from August to May of each school year. The tuition is on a **10-month cycle. There are no tuition refunds or deductions for absences, holidays or vacations.** Tuition must be paid before entry into the program.

Tuition is paid to the School office. **A Day Rate of \$40.00** is charged regardless of the time a student is picked up before 5:30pm. A **fee of \$15.00** is charged for Morning Care only. Payment is made in advance. The tuition rates for Morning Care/After School Program is as follows:

**A late fee of \$25.00 is assessed for payments not received by installment plan dates. Tuition includes consumable materials for activities.**

registration form. **Children will be allowed to leave with persons other than the**

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4. **DAY RATE/DROP-OFF:** The Day Rate/Drop-off Fee is \$40.00 each day for an individual child. An After School Registration form must be completed before any student is admitted into the program.

5. **WITHDRAWAL:** Parents must submit a **written notice** to withdraw a child from ASC. Parents will be billed for the month while a child is still registered in the program. A refund for early withdrawals is as follows: 75% through the 1st of the month and 50% through the 10th of the month.

A child may be asked to withdraw from the ASC program if the ASC Supervisor and the VP of School deem the program inappropriate to the meet the needs of the child.

6. **ACCEPTANCE:** All applications to the Morning Care/After School Program are accepted on a first-come, first-serve basis. A waiting list is maintained after the first 120 children are accepted. This list is used in the order the applications are received. Parents are notified when space is available. **Students must apply each year.** Parents are notified when applications are available. A child may be asked to withdraw from the After School Program if the ASC Supervisor and the VP of School deem the program inappropriate to meet the needs of the child. A letter to withdraw a child from Morning Care/After School Program is required and filed in the School Office.

7. **ATTENDANCE/ABSENCES:** Students enrolled in the Morning Care/After School Program is expected to be in attendance according to the program the child is registered. If your child will not be attending Morning Care/After School Program because of scheduled appointments, vacations, or other planned absences, please notify the Morning Care/After School Supervisor in advance. If your child is in the After School Program and you call the school to report the illness or early pick up of your child from school, please request the school office to put a notice of the child's absence in the After School Program mailbox. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the program as intended, the After School Supervisor will contact the parents. If the parents cannot be reached, the ASC Supervisor will contact the child's emergency persons.

8. **CHANGES OF PROGRAM:** A Change of Program may be made once during the school year. There will be a service fee for any additional change thereafter.

9. **RELEASE OF CHILDREN:** Children will arrive at and leave the After School program according to the schedule written by parents on the

Christian manner.

1. Chewing gum is **not** permitted.
2. **A written permission** from a parent/guardian must be given to the ASC Supervisor in order to leave the school grounds during the program.
3. Disrespect, profanity, obscene and vulgar language is not tolerated.
4. Threats, physical abuse, teasing, bullying and destruction of property are causes for disciplinary action.
5. Students bringing weapons of any sort are immediately expelled from the program and no refunds are considered. Refer to #28 (Discipline and Discharge)

30. PROGRAM RULES: All students in the program are expected to:

1. Respond to the quiet signal.
2. Listen when the Group Leader is speaking.
3. Respect Group Leaders as well as fellow students.
4. Clean up and keep areas neat and clear.
5. Keep personal items in the appropriate place.
6. Line up by grade levels quickly and quietly.

During homework study time:

1. Use soft voices or inside voices.
2. Remain on benches during study time.
3. Work on homework during the **ONE HOUR** of study time. Any work not completed during this time should be finished at home.
4. Bring own pencils and writing materials, paper and school books and a reading book.
5. Read a book or play quiet table games/activities when homework is finished.

Playground Rules:

1. Play fair and share equipment.
2. Follow the directions of the Group Leader.

31. AFTER SCHOOL CARE SCHEDULES: The ASC Program schedule is divided into Study time, Snack time, Outdoor Play Time and various indoor and outdoor activities. The weekly schedule is posted on the ASC Program Bulletin Board at the entrance of the Cafeteria.

28. DISCIPLINE AND DISCHARGE: Children are entitled to a pleasant and harmonious environment at the After School Program. The ASC program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and After School program time. If a child cannot adjust to the program setting and behave appropriately, the child may be discharged.

Reasonable efforts will be made to assist children to adjust to the After School Program setting. Disruptive behavior will be dealt with in the following manner:

1. The misbehaving child will be given a five minute time-out, in order for him/her to cool off and think about his/her actions.
2. A second misbehavior will result in a 10 minute time-out and an incident report will be written by the ASC Supervisor. A copy of the report is given to the parent or guardian to read and sign. The original report will be on file in the school office.
3. A third misbehavior-related incident will result in the child being sent to the VP of School with a conduct referral form.
4. After meeting with the VP of School and the child receives another behavior-related incident report, the child will be suspended and the parents will be called immediately. During the first week of the suspension, the parents, ASC Supervisor and VP of School will meet in a conference in order to determine the conditions for reinstatement. Parents will be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the ASC program or is discharged from the ASC. Tuition and refund policies shall be as outlined in section #4.
5. A child may be discharged for non-payment of fees as outlined in section #3-Tuition.
6. Corporal punishment, verbal abuse, punishment which is humiliating, frightening, threatening or derogatory towards or about the child or his/her family are **never permitted** at any time by the After School Program staff.

29. CONDUCT: Students are expected to conduct themselves in a caring

**parent only if written permission has been given to the ASC Supervisor.** If a one-time exception is made to this schedule, the parents must provide the Supervisor with a written statement indicating who, when and time child will be picked up prior to this date.

10. REQUIRED ATTIRE: A student is required to wear the School uniform or PE uniform for After School Care. Parents will be notified to exceptions of this rule if it occurs.

11. PERSONAL BELONGINGS: Students attending the After School Program are not allowed to bring toys and money to the afternoon program without the expressed permission of the ASC Supervisor. Students are expected to have backpacks with the necessary books and supplies to complete homework and other assignments.

12. LOST AND FOUND: All uniform clothing, jackets, sweaters and backpacks should be clearly marked with the child's name. The After School Program cannot accept responsibility for lost or stolen items.

13. DROP-OFF AND PICK-UP: Drop-off for Morning Care is in front of the cafeteria entrance facing the church parking lot. Students in Kindergarten are escorted to the cafeteria after school by the classroom teacher. Students in grades 1-7 walk to the cafeteria. Roll-call is taken by the ASC staff. Pick-up for After School Program is from the cafeteria. Parents are to park their car in the marked stalls and walk in to sign-out their child. All check in/outs for the ELP is conducted at the designated classroom.

**There is a late pick-up charge after 5:30 p.m. of \$5.00 for every 5 minutes or fraction thereof. Late charges are paid immediately upon pick-up.**

14. NOTICES AND MESSAGES: Notices and the Weekly Schedule of Activities are posted on the After School bulletin board in the Parish Center. Parents should check this bulletin board daily. Messages will be delivered to students only in the case of an emergency. Parents should call the After School Program office after 2:00 p.m. (808-734- 8979 ext. 286)

15. HOMEWORK: The program schedules one hour of study hall for homework daily. The ASC staff supervises students, but is not responsible for students completing all of their homework during this time. The staff will try to help students during study hall, but are not responsible for tutoring students.



16. TRANSPORTATION: Ordinarily the After School Program does not go on excursions so no transportation is necessary.

17. SNACKS: Students are asked to bring an afternoon snack. This is a Peanut Free School. No products with peanuts, peanut oil are allowed.

18. EMERGENCY AND CONSENT: Emergency and Consent information (registration form) is to be completed before attendance. The names, addresses and phone numbers for emergency calls are on this form. The names and relationships of authorized persons who may pick up the student are also listed. No student will be released to anyone not on the list. Parents should call the School or After School offices if there are any changes. Permanent changes must be made in writing.

19. ILLNESS: A child should not be sent to the Morning Care/After School Program if he/she shows signs of fever, sore throat, runny nose, rash, diarrhea, or headache. ***When in doubt, please keep child at home.*** If a child becomes ill during the Morning Care/After School Program, the MSC/ASC Supervisor will contact the family member listed on the Emergency Information to pick up the student.

In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to the nearest local hospital by ambulance or emergency vehicle for treatment and the parents will be called as soon as possible.

In order to minimize the spread of infectious disease, all staff must wash their hands upon arrival at the program, before preparing snacks, and after leaving the bathroom. Children are required to wash their hands after leaving the bathroom and before eating snacks.

20. MEDICATION: An authorization form must be signed by the parent before Morning Care/After School Program personnel will dispense any medication. Only prescription medication will be dispensed for up to 8 consecutive school days per medication. Medication must be in the original container with the child's name, doctor's name, name of medication, instruction for administering and current issue date.

21. HEALTH AND SAFETY POLICY: If your child has a known medical condition (asthma, diabetes, seizure disorder, allergies, etc.) please be sure the ASC Supervisor knows what to do if a problem should occur during After School hours. If a child has any one of the following conditions, parents will be notified to pick up the child immediately: **Contagious Disease, Fever over 100F, Vomiting or Diarrhea, Accident Requiring Medical Attention.**

22. EMERGENCY STATEMENT: If a student requires emergency medical treatment, the student's parents and doctor will be called. The student will be

taken by the Program Supervisor or the VP of School by car (or ambulance, if necessary) to the nearest medical treatment facility. The school designates Kapi'olani Children's Hospital and The Queen's Medical Center as the nearest medical facilities to provide emergency care. If the student's doctor cannot be reached, the ASC will contact its own health consultant.

23. NONDISCLOSURE OF INFORMATION: No information regarding a child, the parents or guardians will be released to anyone outside the staff without the written authorization of the parent and/or guardians.

24. LIABILITY INSURANCE: St. Patrick School and the After School Program are covered by liability insurance.

25. FUNDRAISING: St. Patrick After School Program alone does not have any fundraising activities.

26. SPECIAL NEEDS: A child with special needs will be considered on an individual basis after consultation and discussion with parents, the child's physician, the After School Supervisor and the VP of School.

It is our program's policy to operate within our State and Federal law to follow the American Disability Act (ADA) and accept children with disabilities within reasonable boundaries by considering whether the acceptance would result in undue hardship to the St. Patrick School After School Program and Staff.

27. VISITORS AND OBSERVATIONS: Parents and community members who are screened by the ASC Supervisor and VP of School are welcome to observe at the After School Program. For liability and supervision reasons it is not possible for children who visit the program to take part in activities.

28. DISCIPLINE AND DISCHARGE: Children are entitled to a pleasant and harmonious environment at the After School Program. The ASC program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and After School program time. If a child cannot adjust to the program setting and behave appropriately, the child may be discharged.