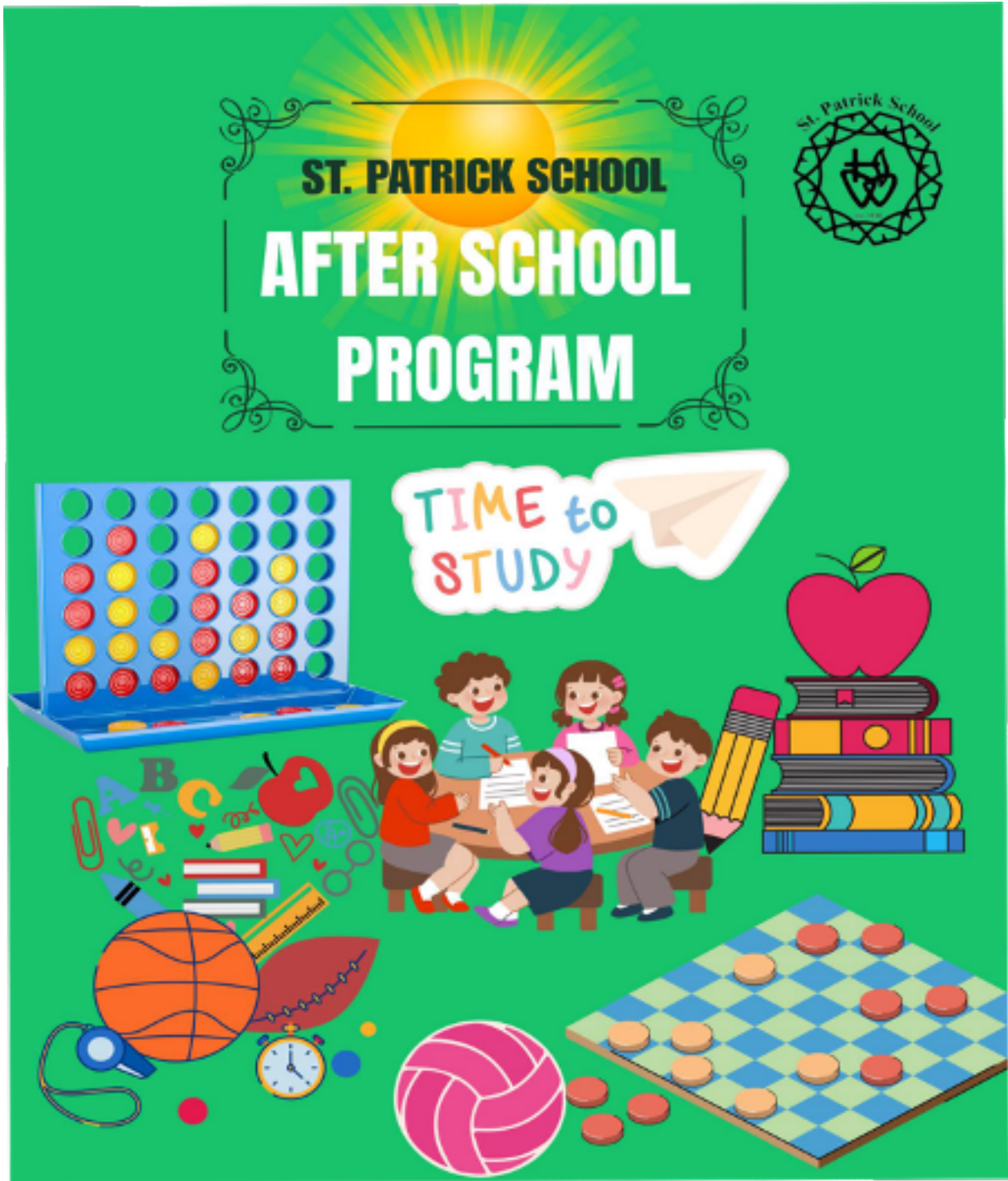


2025–2026



# St. Patrick School Before & After School Program

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**3320 Harding Avenue • Honolulu, Hawai'i 96816**

*School: (808) 734-8979 ext. 221*

*ASC/MC: (808) 734-8979 ext. 286*

*Fax: (808) 732-2851*



School Business Hours	7:00am to 3:30pm
Morning Care Hours	Monday–Friday 6:30am to 7:30am
After School Hours	Mon/Tue/Thu/Fri 2:30pm to 5:30pm
Wednesday Early Dismissal	1:00pm to 5:30pm

St. Patrick School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA).

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## 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 bona comm.uni "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.

## Program Goal

**Program Goal:** To provide a safe, structured, and supportive environment for students before and after the regular school day, supporting the school's goal of nurturing each child's academic, social, and emotional development.

## Operational Policies

**LICENSING:** St. Patrick School's Morning Care Program / After School Program is licensed by the Department of Human Services for no more than 40 children ages over four (4) years eight (8) months and under 14 years old. St. Patrick School is fully accredited by Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA).

**Hours of Operation:** Morning Care/After School Program is open during the regular school year.

Morning Care: 6:30 to 7:30am

After School Care: 2:30 to 5:30pm

Wednesday Early Dismissal: 1:00 to 5:30pm

## Tuition Payment & Rate

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.

**Refund Policy:** Tuition and fees are not refundable for absences, missed days, vacations, or SPS closures beyond the school's control.

\* Based on a 10-month School Year

Plan	MC	ASC	BOTH
Monthly	\$100.00	\$250.00	\$325.00
Payment Due	First working day of each month		

## Day Rate / Withdrawal / Acceptance

**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.

**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.

**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 40 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.

## Attendance / Changes of Program / Release of Children

**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.

**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.

**RELEASE OF CHILDREN:** Children will arrive at and leave the After School program according to the schedule written by parents on the registration form. Children will be allowed to leave with persons other than the parent only if written permission has been given to the BASC 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.

## Required Attire / Personal Belongings / Lost and Found / Drop-Off & Pick-Up

**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.

**PERSONAL BELONGINGS:** Students attending the After School Program are not allowed to bring toys and money" to the afternoon pro- gram without the expressed permission of the BASC Supervisor. Students are expected to have backpacks with the necessary books and supplies to complete homework and other assignments.

**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.

**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 will be charged to your FACTS account.

## Notices / Homework / Transportation / Snacks

**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)

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

**TRANSPORTATION:** The Before /After School Program do not organize excursions, so transportation is not required.

**SNACKS:** Students are asked to bring a daily afternoon snack. St. Patrick School is a **peanut-free school**; foods containing peanuts or peanut oil are not permitted, and snacks may not be shared with other students. Parents are encouraged to provide healthy options such as fruit, vegetables, yogurt, cheese, or whole-grain crackers. Outside food is not permitted unless it is provided by a parent and given to the After School representative to distribute to the student.

## Emergency & Consent / Illness / Medication

**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.

**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 BASC Supervisor will contact the family member listed on the Emergency Information to pick up the student.

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

To prevent the spread of infectious diseases, all staff members and children must wash their hands upon arrival at the program, before preparing snacks, and after using the bathroom. Children are also required to wash their hands after using the bathroom and before eating snacks.

**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. Parents are asked to hand all medication directly to office staff.

## **Health & Safety / Emergency Statement / Disclosure / Liability / Fundraising / Special Needs / Visitors**

**HEALTH AND SAFETY POLICY:** If your child has a known medical condition (such as asthma, diabetes, seizure disorder, allergies, etc.), ensure that the ASC Supervisor is aware of the appropriate course of action in case of any issues that may arise during After School hours. Additionally, parents will be notified promptly to pick up their child if they have any of the following conditions: contagious disease, fever over 100°F, vomiting or diarrhea, or an accident requiring medical attention.

**EMERGENCY STATEMENT:** If a student requires emergency medical treatment, 911 will be called first, and parents' permission will be required for emergency care. An ambulance will be called and EMT will determine if the child must go to the ER. The school designates Kapiolani 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 BASC will contact its own health consultant.

**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 except in emergency situations. DHS has the right to audit records.

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

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

**SPECIAL NEEDS:** A child with special needs will be evaluated individually after consultation and discussion with parents, the child's physician, the After School Supervisor, and the Vice President of School. SPS follows all applicable state non-discrimination laws.

**VISITORS AND OBSERVATIONS:** Parents and community members who are screened by the BASC 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.

## Discipline & Discharge / Conduct / Program Rules / Cell Phones

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

Chronically disruptive behavior is defined as verbal or physical activity that requires constant staff attention, inflicts harm on other children, abuses staff, ignores or disobeys school rules, or fails to adapt to the program setting and behave appropriately. If a child cannot adjust to the program and behave appropriately, they 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: The misbehaving child will be given a five-minute time-out, for him/her to cool off and think about his/her actions.

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 filed in the school office.

A third misbehavior-related incident will result in the child being sent to the VP of School with a conduct referral form.

After meeting with the VP of School, the child will receive another behavior-related incident report, leading to their suspension. The parents will be promptly notified. During the initial week of suspension, the parents, BASC Supervisor, and VP of School will convene a conference to determine the reinstatement conditions. Parents will be responsible for paying tuition during the suspension period or until the child withdraws from the BASC program or is discharged. Tuition and refund policies will be as outlined in section #4.

A child may be discharged for non-payment of fees as outlined in section #3-Tuition.

•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.

**CONDUCT:** Students are expected to conduct themselves in a caring Christian manner.

1. Chewing gum is **not** permitted.
2. A written permission from a parent/guardian must be given to the BASC Supervisor 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.

**PROGRAM RULES:** All students in the program are expected to:

5. Respond to the quiet signal.
6. Listen when the Group Leader is speaking.
7. Respect Group Leaders as well as fellow students.
8. Clean up and keep areas neat and clear.
9. Keep personal items in the appropriate place
10. 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 schoolbooks 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.

**ATER SCHOOL CARE SCHEDULES:**

Before and After School Care 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 BASC Bulletin Board.

**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 7:35 am and ending at 2:30pm. Students who attend BASC program are also required to keep cell phones in their backpacks (Unless it is an emergency).

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 Before/After School Care Office.

All school personnel are mandated reporters under Hawai'i State law and are required to report any suspected child abuse or neglect to the appropriate authorities. Reports are made in good faith to ensure the safety and well-being of all children.

## 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:** Fire drills occur monthly ensure that children and staff are familiar with evacuation procedures and can respond safely in the event of an emergency. 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 take care of the children until their parents can safely pick them up. You don't need to leave work or rush to pick up your children. Instead, it's recommended that you stay in a safe area until the "all clear" is announced. This will help avoid 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 mass 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 Watchess is issued by the National Weather Service 3 6 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 decide to close the school before the issuance of a Warning.

For more details, please refer to Section 17: Crisis and Emergency Procedures in the Student/Parent section of the handbook.

## Morning Care Schedule

Morning Care offered Mondays through Fridays.

Time	Activity
6:30am to 7:30am	Breakfast service available for purchase
6:30am to 7:30am	Free-play, puzzles, games, coloring, drawing, talk-story, reading, etc.
7:30am	Children dismissed to class or escorted to the Flag area

All school personnel are mandated reporters under Hawai'i State law and are required to report any suspected child abuse or neglect to the appropriate authorities. Reports are made in good faith to ensure the safety and well-being of all children.

## After School Care Schedule

The BASC 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 BASC Program bulletin board at the entrance of the cafeteria.

Time	GRSK-1	GRS 2-3	GRS 4-7
2:30pm	All children check-in with Group Leader in Café. No changing into play clothes. Children bring an after-school snack.	All children check-in with Group Leader in Café.	All children check-in with Group Leader in Café.
3:00pm	Homework	Outside Play Grades 1-2 (45 mins)	Homework + Playground / restroom break
3:45pm	Outdoor play / restroom break	Inside activity: art or crafts / board games	Homework
4:45pm	Continue homework or inside activity	Continue homework or inside activity	Continue homework or inside activity

On Wednesdays, children have free play from 1:30pm to 2:45pm. Check-in and snack time begin at 1:00pm. (Could be longer depending on the weather.)

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 be charged to your FACTS account.

If you know that you will be late in picking up your child, please call 734-8979 ext.286.

School Business Hours: 7:00am to 3:30pm. Morning Care hours are Monday-Friday 6:30-7:30am. After School hours are Monday, Tuesday, Thursday, and Friday 2:30-5:30pm and Wednesday 1:00-5:30pm.

**Morning & After School Program Flyer Below: ↓**



ST. PATRICK SCHOOL

## Morning Care Schedule



Morning Care is offered  
Monday - Friday

Time	Activity
6:30 AM 7:30 AM	Breakfast service available for purchase 
6:30 AM 7:30 AM	Free play, puzzles, games, coloring, drawing, talk-story, reading. 
7:30 AM	Students dismissed to class or escorted to the Flag Area 

- 📍 Morning Care Location:
- 🍴 School Cafeteria






- 📍 Morning Care Location:
- 🍴 School Cafeteria
- ◆ Supervision is provided at all times:



Growing Forward Together in Excellence

## After School Care Schedule

Time	Grades K-1	Grades 2-3
2:30 PM	<ul style="list-style-type: none"> <li>All students check in with Group Leader in the Cafeteria</li> <li>No changing into 'play clothes'</li> <li>Students should bring an after-school snack</li> </ul>	
3:00 PM	Homework	Outside Play (45 min)
3:45 PM	Homework 	
4:45 PM	Outside Play	
4:45 PM	Inside Activity •• Art, Crafts, • Board Games.	Inside Activity
5:30 PM	PROGRAM CLOSING	

### Important Notes

- ◆ On Wednesdays, children have free play from 1:30 PM - 2:45PM
- ◆ Check-in and snack time begin at 1:00 PM (may be longer depending on the weather.)
- ◆ Students may not change into play clothes.

### Late Pick-Up Fee:

- ◆ \$5.00 for every 5 minutes after 5:30 PM



If you will be late picking up your child, please call:

**734-8979 ext. 286**

