St. Mary of the Assumption School

Fun Club Handbook

2026-2027

Fun Club Phone Number: (440)251-7464

Location: Door H of Farrell Hall

Dear Parents,

Please refer to this parent handbook throughout the year if questions arise about the after school program at St. Mary of the Assumption School. Should any changes arise in regards to this handbook, you will be informed of said changes in writing. All registration forms must be filled out and registration fees must be paid before your family can use this program. This is mandated by the state board of education. Should you have any questions or concerns, feel free to ask one of the staff members or drop a note into the blue payment bucket near the sign-out sheets.

Days and Hours of Operation

The Fun Club program is open each day that the day school is in session. We are open from 2:30-6:00 p.m. Monday-Friday and closed any days that St. Mary's is not in session. If there is an emergency, it is possible that the program would be cancelled. You will be contacted by a staff member in these cases.

Ratios

We are mandated by the state to have a 1 adult per 18 student ratio. However, we try to keep the ratio 1:12 or lower whenever possible.

Forms needed for each student file:

1. Registration forms with three or more emergency contacts
2. Handwritten medical form (no copies please)
3. Emergency transportation form and consent
4. List of authorized persons to pick up your child or children from the program
5. Fun Club payment letter

Payments

All payments are to be made in the form of a check made out to ***St. Mary's***. Payments are due on the last school day of each week. There is a payment bucket which sits on the table near the sign out sheet. A balance sheet will be made available weekly to the parents to show payments and charges made. **All accounts must be paid in full; weekly accounts not paid will result in the child not being able to use fun club until the balance is paid in full. A fine of $10/per week will be imposed for accounts that are delinquent.** Please check the balance sheet regularly and let a staff member know if you see a discrepancy or have any questions or concerns. You may also pay in advance in a lump sum. Your weekly fees will be deducted from this amount, and you will be notified when your balance is low. Prompt payment of weekly fees is very much appreciated.

Late Pickup Fee

The Fun Club program is in operation until 6:00 p.m. each school day that school is in session (except for the last day of school). Please be prompt in picking up your child(ren) from our program. Should you be late on three or more occasions, you will be asked to withdraw your children from the program. Any arrival after 6:00 p.m. will result in a $10.00 late fee and an occurrence in the aforementioned policy. Should there be an emergency, it is your responsibility to call one of the Fun Club staff members and alert them of your situation and find alternative transportation for your child(ren) off of the authorized pickup sheet.

Registration Fee

Registration Fee is $35.00 per child. Fee must be paid before children are allowed to attend fun club.

Sign-Out Procedure

The individual picking up your child each day is required to sign your child out. This is to ensure the safety of each child and a way of tracking their whereabouts each day. Please write your child's name, time of pickup, and sign your name legibly. A staff member will also initial the sheet next to your name as an additional safety measure. If someone besides a parent is picking up, please advise them to have their driver's license handy for identification purposes and remind them to sign out. We truly appreciate your cooperation in this matter as it is for the safety of all the children in the program.

Recreational Skills

It is one of our goals to provide recreational time each day for the children at Fun Club. We understand that children need to run around outside to figuratively `let off steam', and weather permitting, we will go out on the playground each day. On days that are raining or excessively cold, we will be forced to stay inside. We will go outside even on warmer days in the winter, so it is important that your child have play clothes, boots, coats, hats, and gloves.

Health and Safety

The health and safety of each child in attendance at Fun Club is of the utmost importance. The staff members are trained in first aid, CPR, child abuse recognition, and safety and have been given careful instructions on what to do in the case of an accident, illness, or emergency. Periodically, we will have fire and tornado drills to inform the children of the proper procedure if such an emergency arises. Each child will be accounted for at all times. A Fun Club staff member will accompany children at all times for the duration of the program. Staff members will supervise the hallways and movement from one location to another, including restroom breaks.

Philosophy and Goals

Our mission statement is as follows:

"Hand in Hand, Together, We Are One in Christ"

Ages Served

Children currently enrolled in St. Mary of the Assumption School in kindergarten through eighth grade are permitted to enroll in the after school Fun Club program. Each child must have an emergency contact form and other registration information on file with the program one day prior to attendance. A registration fee is required, as well as weekly fees based on use of the program.

Inspection Reports

Inspection reports are hanging in Farrell Hall for parents to review. If parents would like a copy, please see Mrs. Schroeder.

Illnesses and Injuries

Should a child receive an injury, or become ill during the hours of the after school program, the parent(s) will be contacted. In the event of a serious injury or illness, the staff is trained to call 9-1-1 immediately and obtain instruction from medical staff. If you are contacted regarding the illness of your child, it is required that your child be picked up from the program as soon as possible by you or one of the individuals on the authorized pick-up form. Your child will be isolated from the rest of the students to the best of our ability in the case of a communicable disease. It is for the health and well-being of all other children and staff members. Again, for safety of the others, your child should be picked up promptly if a call has been placed.

Symptoms Include:

- Diarrhea (more than one loose stool in a twenty-four-hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100°F, taken by the auxiliary method, when in combination with other symptoms
- Untreated infected skin patch/patches
- Unusually dark urine and/or gray or white stool
- Stiff neck

Medication Policy

Our medication policy ensures your child will receive the proper dose of any and all medication. The medication will be administered by the school nurse or staff. Each time medication is administered, a written record or log including dosage, date, and time will be made. That record or log will be kept on file for one year. Medication will be stored in a locked storage location, except medication requiring refrigeration, which will be kept in a refrigerator that is not accessible to children. Medication brought to school must be in the original bottle with the child's name, dosage amount, and physician's dosage instructions and expiration date on the label. Appropriate forms will need to be completed for medication to be administered. Each mediation must have its own form from the doctor.

Child Abuse and Safety

All policies and rules stated in the Parent/Student handbook for St. Mary of the Assumption School are in effect during the Fun Club program hours. In addition, the following items are in place:

- **No child** will be left unsupervised for any length of time. Staff members will monitor all facilities to ensure the safety of the children.
- Children must be signed out daily by a parent or other authorized person whose name appears on the authorization form in each child's file.
- Individuals wishing to pick up a child will need to show a valid driver's license or I.D. at the time of pick up.
- Staff members will immediately notify the principal and the department of children's services at 696-KIDS with suspicions of neglect or abuse, as it is the law.

Farrell Hall

The location of fun club is in Farrell Hall. There are a few instances during the year where this space will not be available for our use. Please check for signs outside of Farrell Hall for a change of venue. Please take extra care as well in the cleanliness of Farrell Hall before you leave with your child each day. Please make sure your child/children have neatly put away anything they were using at the time of pick up as we are not the only group who uses this space.

Schedules

If your child requires extra help or has an extracurricular activity, it is the responsibility of the parent to provide a note giving permission for attendance. The staff will be more than happy to escort any student to such activities once the proper written permission has been given. Advance notice of your child's schedule is very much appreciated.

Social Development and Emotional Well Being

The children are presented with several opportunities each day to have free play with children of other ages and skill levels. They have the opportunity to choose which activities and which other members of the after school program they wish to play alongside. The Fun Club staff will mediate any issues that arise, and it is our hope that all children who wish to play will be incorporated. The staff is trained to dissolve any disputes fairly, and there is a zero tolerance policy in regards to bullying behaviors. Staff members are trained in CPR, first aid, communicable diseases, child abuse, medication administration, and VIRTUS. Should an accident occur, accident forms will be filled out and will need to be signed by a parent or guardian. All children must have a release form on file for emergency transportation.

Curriculum

When the children are dismissed by their homeroom teachers (younger children are dismissed at 2:10, and the older children are dismissed at five minute intervals thereafter by level) they are to be brought down to the library. The children will enter the library in a quiet and polite manner and place their things on the seat they are going to sit in for attendance. The rest of the day is as follows:

2:30 Attendance is taken and children say prayer; children are dismissed one table at a time to go wash their hands and use the restroom if necessary.

2:45 Snack is distributed; children have their choice of two healthy snacks that are prepared by the Fun Club staff (if your child has certain dietary needs, you may provide an alternate snack); children are expected to clean up the table and surrounding floor area if necessary after snack.

3:00 Quiet homework time is scheduled each day**.** It is not the responsibility of the Fun Club staff to make sure your child's homework gets completed. How your child chooses to use the time that is given is up to them. If the child chooses not to do their homework, they are given free time. Children are given the option to do their homework in the library with help from the Fun Club staff. We encourage each child to check their own backpack before coming to Fun Club, as they have more time than the other students to do so at the end of the day.

3:30 Children will be taken outside to play on the playground if the weather permits. In inclement, weather the children will be taken to either the gymnasium or will remain in Farrell Hall.

4:30 Children will be brought back to Farrell Hall, given a restroom break, and are expected to wash their hands after playing outside or in other school areas.

4:40-6:00 Children are given the opportunity to have free play, read/color, do a craft prepared for the week by the Fun Club staff, watch a movie, or other activity set out by a staff member.

Discipline

The following will outline the discipline plan for the Fun Club program:

- Should your child have a behavioral concern which affects the health and safety himself or herself or another child, he or she will be written up by a staff member on a form to be signed by a parent and a staff member. Three such write ups will result in suspension or expulsion from the program.

- Depending on the severity of the offense, the parents may be called immediately to pick up the child.

- It is the sole discretion of the director and principal if a child needs to be dismissed from the program. **Immediate removal from the program will result from offenses where any child or staff member is injured due to purposeful harm. This includes verbal and written threats as well. There will be no exceptions.**

- Lesser infractions will be dealt with on a case by case basis. The infractions usually result in removal from the situation so the child has a "cooling off time." Once it is no longer perceived to be a problem, the child will once again be free to choose an activity and join the group. There are incident report forms required to be signed by parents and staff when such an issue comes up.

- Violence ***will not*** be tolerated in any form against any children or staff members. Any incident of violence (verbal, physical, or emotional) will result in immediate dismissal from the program for the child. Should such an act be committed by an adult, the police will be called immediately and the proper course of action taken.

- Any child who brings a weapon to the program will be immediately dismissed without refund. This zero tolerance policy will have other repercussions, and the administration of the school will be informed.

Actual Method of discipline shall be restricted as follows:

- There shall be no cruel, harsh, corporal discipline or any unusual discipline such as, but not limited to, punching, pinching, shaking, spanking, or biting.

- No discipline shall be delegated to any other child.

- No physical restraints shall be used to confine a child by any way other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.

- No child shall be subjected to profane language, threats, derogatory remarks about him/her or his/her family, or other verbal abuse.

- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

- Techniques of discipline shall not humiliate, shame, or frighten a child.

- Discipline shall not include the withholding of food, rest, or toilet use.

- Separation, when used as a discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a child care staff member in a safe, lighted, and well-ventilated space.

Parent Communication

Should you like to meet with Mrs. Schroeder, who is the director of the program, please contact her at (216) 299-0920 or speak with her during Fun Club hours. Any feedback or questions about the program will be dealt with in a timely manner, and she welcomes the opportunity to hear your ideas to make the program better. Know that each staff member is here because they want to work with your child and enjoy interacting with youngsters. We understand that sometimes issues arise, and we would like to have the opportunity to speak with you if you have any questions or concerns.

Potty Training

Due to this being a school-age-child program, all children must be potty trained. We do understand accidents happen, but with that being said, if it happens more than once, we will have to put your child on a warning, and if it happens again, they will not be able to use the Fun Club program for the remainder of the school year.

Fun Club 2026 – 2027

Please use the doorbell this is located by Door H of Farrell Hall at pickup time. As we are not the only group who uses this space, it is very important that your child neatly put away the activity or game he/she was using before leaving each night.

The registration Fee is $35.00 per child. Fee must be paid before children are allowed to attend Fun Club.

PRICES (per child/per day)

2:30-2:45 = $4.00 (Please note, this covers the 15 mins the child is in Fun Club along with his/her daily snack.)

2:30-3:00 = $5.00

2:30-3:15 = $6.00

2:30-3:30 = $7.00

2:30-3:45 = $8.00

2:30-4:00 = $9.00

2:30-4:15 = $10.00

2:30-4:30 = $11.00

2:30-4:45 = $12.00

2:30-5:00 = $13.00

2:30-5:15 = $14.00

2:30-5:30 = $15.00

2:30-5:45 = $16.00

2:30-6:00 = $17.00