

## **Saint Rita School for the Deaf**

1720 Glendale-Milford Road  
Cincinnati, OH 45215  
(513) 771-7600

# After School K-6th Care & Activities

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## WHO WE ARE

### Our Mission

ST RITA: We are a Catholic school whose purpose is to educate students who communicate in different ways a safe, value-oriented environment to develop and grow.

AFTER SCHOOL: We are a team focused on assisting all the children who come to us to excel in character, academics, and social emotional relations as well as develop independence through creative learning and play.

### The Team: Meet Our Staff

Sierra Woodfield: After School Coordinator

Janet Wanstrath: After School Care Staff

Libbey Ketterer: After School Care Staff

Each of the listed team members are trained and qualified in both CPR and First Aid to accommodate your child's needs; as well as additional training in non medical topics.

**Always contact the Front Desk for your child's location (Joyce is always informed about the K-6th location and Schedule). Also, the hallway whiteboard next to the USA room displays the children's location.**

## AFTER SCHOOL CARE

### General Information

Aftercare begins at 2:45 PM and continues until 6:00 PM. It is held mainly in the Upper Social Area (USA). However, when the weather is favorable, outside play is encouraged from 3-4PM. Locations for Aftercare Play: **\*\*Please note this is schedule is due to change according to the weather and location of preschool\*\***

#### Outside

- Monday, Wednesday, Friday: Playground
- Tuesday, Thursday: The "Square," the Field, and the Bike Area (depending on preschool's location)

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## Inside

- USA room is home base
- Gym
- Room 233 the Activity room

The After School Care Program has its own activities, the rewards program. The Rewards Program contains a plethora of fun activities and games for the kids to enjoy and learn from. These said activities and games contain math, vocabulary, ASL, reading, writing, and more. This allows the students to interact with learning material outside of the classroom setting, which can provide many benefits. Some of those benefits are the student's ability to participate without failing, more exposure to the material, and so on. When a child completes an activity, they earn a sticker on their chart. After each row is filled, they will choose a prize out of the correlating box.

Please note that the After School Care program does **not** attend After School Activities, the after school care has their own crafts and activities to do. Children can attend an After School Activity and then receive after school care (so long as it is paid for). Please note that the meeting point and pick up for after school activities is the USA room. Parents will not be charged for After School Care when picking up their child from an After School Activity in the USA so long as they follow the pick-up rules and regulations listed in the After School Activities "Pickup/Transportation" section. Students will be pulled from the USA to attend an activity and then be brought back when said activity concludes.

Also please remember that this is After School Care, not a classroom. Although we offer to help each student with homework, we do not assign any homework to your student and neither do we complete the homework for the child. If you are concerned with anything in regards to the child's learning, please contact their teachers.

## Requirements

For a child to attend After School Care, the parents and/or guardians must complete the following forms:

1. The After School Care Form (previously sent out by the school)
2. The After School Pick-up Form
3. The Parent Information Pamphlet (this form)

## Cost

The daily cost of the After School Care Program is \$15 per day. There is no longer an hourly charge, it has switched to a flat fee of \$15. This cost covers the daily time of 2:45PM - 6:00PM.

## Snack

Snack is **always** offered and made available to **all** students. In the beginning of each week the team will teach the children correct portioning and guide the students in making their own snack bags. These snack bags will be placed in a storage bin that will be set out during After School Care hours so the children can grab one when they are hungry

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## Pick-up and Transportation

Parents and guardians are responsible for picking up their child, or scheduling transportation for their before 6:00PM at which time the After School Care concludes. If a child is not picked up by scheduled transportation or family by 6:00PM, a late fee of \$10 will be charged to the account for the first 15 minutes and \$1 for every minute after that.

## AFTER SCHOOL ACTIVITIES

### Activities

After School Activities occur Monday - Friday, the earliest activity can begin at 3:00PM. Topics vary from sports to sewing, chess, choir, woodworking, etc. For more information on the activities provided for this school year, refer to the Activity Catalog. Activities are lead by volunteer leaders, this could be a parent, teacher, staff member, or volunteer outside of the school. They are responsible for the children within their group for the time period. Activity leaders must provide the After School Coordinator proof of being Virtus trained and they must upkeep their training monthly if they wish to continue leading the activity.

### The Procedure

- After the school day concludes, the teacher or aid will drop off your child in the After School Care located in the Upper Social Area (USA).
- The students who are signed up for the activity will be picked up and brought to the correct location where the activity will commence.
- Once the activity concludes the students will be brought back to the After School Care. Parents must pick up their child by 30 minutes after, or else a fee will be charged.

### Rules & Regulations

- Children are not allowed to switch activities or drop out, without talking to the after school coordinator. This is to respect the activity leaders who are volunteering their own time as well as to teach the children commitment. In the beginning of the school year an activity catalog will be sent out with all the known activity options (which are subject to change), in order to prevent scheduling conflicts.
- If a child stays for an activity transportation is **NOT** provided. You are responsible to pick up your child or to schedule transportation to pick up your child. Please refer to the "Pick-up and Transportation" section below.
- Before attending an **activity the activity form** and the **activity pick-up form** **MUST** be completely filled out and submitted to the after school coordinator.

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- A child may not sign up for 2 activities hosted at the same time, unless approved by the after school coordinator and activity leader.

## How to Sign Up

For a child to attend an activity, 2 forms must be completed, the activity form itself, and the activity pick-up form. These forms are made available on Saint Rita's Website under STUDENT, AFTER SCHOOL ACTIVITIES. Copies may also be obtained by request from the After School Coordinator, the After School Coordinator Assistant, and the front desk. Forms will also be emailed to all parents on Saint Rita's parent email list in the beginning of the school year.

## Submitting Forms

Once the activity form and the activity pick-up form are completed you may choose to submit it in one of the following ways:

1. Hand it to the front desk (who will place it in my mailbox)
2. Scan and email it to [swoodfield@srsdeaf.org](mailto:swoodfield@srsdeaf.org)
3. Take a picture of it with your phone and email it to the above address
4. Send it in with your child and inform the child to give it to the front desk (teachers are also aware to direct the Activity forms to me).

## Cost

There will be a one time \$10 activity fee for each semester Fall (August-December) and Spring (January-May). This total for the whole academic year is \$20 which allows the child to sign up for as many or as little activities as they wish. This fee is to cover any materials needed for their activity. If an After School Activity contains a field trip an additional cost may be added.

## Pick-up & Transportation

You are responsible for picking up or scheduling transportation to pick up your child after a scheduled activity. You must also **inform the Front Desk** of your transportation plans if a third party is picking up your child.

There is a 30 minute grace period if you cannot pick up your child directly after the activity's scheduled ending time. However, if you pass this time amount, you will be charged for After School Care, which is \$15 per day.

- For instance, chess is scheduled to finish at 4:00PM. You can pick up your child anywhere from 4-4:30 with no charge. However, if your child is not picked up by 4:35-6:00PM then you will be charged the After School Care fee of \$15.
- (Please inform the after school coordinator if you were unable to pick up on time due to traffic or due to an emergency and the fee **may** be waived).

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\*\*\*IF you cannot find your child, contact the Front Desk or the After School Coordinator. When you arrive. You should always proceed to check with Front Desk. Also, located outside of the USA Room is a white board with the After School Cares location\*\*\*

## CONTACT INFORMATION

### Front Desk

Phone: 513-771-7600

- During School Hours Extension Number: 310
- After Hours Extension Number: 317

### After School Coordinator

Sierra Woodfield

Email: [swoodfield@srsdeaf.org](mailto:swoodfield@srsdeaf.org)

Phone: 513-771-7600 Ext. 345

Work Cell: 513-551-9582

VP: 513-283-0114

## ACKNOWLEDGEMENT & SIGNATURE

I acknowledge and agree to the above information and realize that I am responsible for transportation to and from After School Care and Activities for my child. I understand that I will be fined if I pick-up or if transportation picks up late: 30 minutes past the activity's finishing time or past 6:00 PM when the After School Care concludes. If there is a change in transportation for my child, I understand that I am responsible to inform the Front Desk. I also realize that for any activity there is a \$10 fee for the whole semester to cover costs of supplies.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_