



After School Program Parent/Student Handbook



WWW.GESUSCHOOL.ORG



1700 W. THOMPSON ST.,
PHILADELPHIA, PA 19121

I. PHILOSOPHY

We, the faculty, staff, and administration of the Gesu School, believe that each student is a gift from God who needs nurturing, love, guidance and devotion. We believe that each child can learn. We believe that it is our responsibility and purpose to provide unconditional love and a supportive atmosphere in which each child can develop to their fullest potential.

A. EXPECTATIONS OF GESU SCHOOL AFTER SCHOOL STAFF

1. To treat each child, parent and co-worker with respect.
2. To provide homework assistance and prepare daily activities
3. To implement educational, recreational, and creative activities.
4. To maintain regular contact with parents/guardians for feedback.
5. To instill in each child a positive self-concept, fair play, a desire to work together.
6. To implement the practice of non-violence and conflict resolution
7. To continue personal professional development in early childhood education.

B. EXPECTATIONS OF GESU SCHOOL AFTER SCHOOL PARENTS/GUARDIANS

1. Parents are expected to notify the program director (Ms. Denise Jackson; 215-763-3660 ext. 412 if someone other than those named on the emergency contact sheet will pick up their child/children. The child/children will not be permitted to leave without proper notification. The individual picking up the child/children must be at least 18 years old and will be required to show photo identification. No exceptions.
2. To support the educational goals of Gesu School by:
 - Checking homework each night.
 - Providing proper diet, rest and exercise for each child.
 - To support the discipline policy of the Gesu School.
3. To pick up their child/children on time (after school program closes at 6:00 p.m.) and sign them out.
4. Children are not permitted to sign themselves out of the program.
5. Children are not permitted to leave the program without an escort. Children may not be picked up by Uber, Lyft, or taxicab service.

C. EXPECTATIONS OF GESU SCHOOL STUDENTS

1. To practice non-violence in words and actions every day.
2. To seek conflict resolution to settle disagreements.
3. To develop good study skills and to accept responsibility for learning by completing homework and study assignments.
4. To learn to love reading.
5. To believe in his or her own potential for excellence and to encourage one another to achieve according to their own potential.
6. To avoid the use of alcohol, drugs and tobacco.
7. To respect oneself and the rights and property of others.

D. LATENESS PICKING UP CHILD / CHILDREN

The After School Program Day ends at 6:00 p.m. Parents/Guardians/Escorts will be charged a late fee of \$25 after 5 minutes.

Excessive lateness will result in your child/children being suspended from the After School program. If you anticipate that you are going to be late, or someone not listed on your emergency contact sheet will pick up your child/children, please call the school (Ms. Denise Jackson; 215-763-3660; ext. 412).

E. FEE / ATTENDANCE

The fee to attend after school is a weekly (not daily or hourly) rate of \$65.00 per child. The fee must be paid **in advance** of attending the after school program. *For example, for the week beginning Monday, October 21, 2024, the payment must be made no later than Friday, October 18, 2024.* Students will not be permitted to attend the after school program if the weekly fee is not paid in advance. Only students fully registered (not missing any information) for the after school program will be permitted to attend.

The after school program has a **limited number of spots – 70**. Registration is on a first-come, first-served basis.

F. HOMEWORK

Homework is generally given daily by teachers of grades one through six. Grades one and two will receive weekly homework sheets. Students should receive ten minutes of homework for each year they are in school, e.g. sixth grade students should receive sixty minutes of homework each night. The after school staff will assist students with homework. Chromebooks are available for use by our older students. Parents are responsible for checking their child's homework. If you do not want your child's homework done during after school, please contact Ms. Denise Jackson (215-763-3660; denise.jackson@gesuschool.org).

G. MEDICATIONS

All medications are kept in the school nurse's office. This includes all prescription medications, as well as over-the-counter medication. The principal, director or school secretaries will administer medicine if the Nurse is not on the premises. All medicine must be in an original package with instructions clearly stated and the child's name on the medication. Dispensation of medication will be recorded in a medicine logbook and the parent will be given notice.

H. SCHOOL PROPERTY

Students are responsible for the books loaned to them for their use. All books **MUST** be always covered. Students are responsible to reimburse the school for any lost or damaged books, furniture, and form of vandalism.

I. FIELD TRIPS

1. Trips are a privilege extended to the children and buses are supplied by Gesu School.
2. There may be a field trip fee, on occasion.
3. Behavior Expectations:
 - We expect all the children to cooperate with the after school staff daily.
 - Children who repeatedly present behavior challenges will not be permitted to participate in field trips.
4. Children who are not officially registered for the after school program will not be permitted to attend field trips.
5. Field trips are planned during the spring season.
6. Permission slip must be turned in on the appointed day. No permission slip or fee will be accepted on the day of the trip – NO EXCEPTIONS. No student will be permitted to attend a field trip without a signed permission slip.
7. Unless otherwise noted, the students must wear the Gesu School uniform or gym uniform on the field trip.

J. DISCIPLINE POLICY

1. RULES

- The rules of the school carry to the after school program. program. Consequences for breaking the rules will be clearly and consistently enforced in a manner that seeks to change behavior in positive ways.

2. BEHAVIOR CORRECTION MEASURES:

- Personal interview with the student by the after school director and principal.
- The student will be excluded from the day's activity. Loss of privileges, field trips, etc.
- Removal from the group and sent to the after school program director or the principal. Parent conference including student, after school staff, after school program director and principal. Interventions: recommended for counseling, testing or parenting class.
- Suspension from After School Program. Parents will be notified by phone and in writing.

3. INFRACTIONS WARRANTING IMMEDIATE SUSPENSION FROM THE AFTER SCHOOL PROGRAM

- Leaving school property without permission during after school hours.
- Stealing
- Vandalism, e.g. writing on furniture, walls, bulletin boards, etc.
- Fighting in school uniform or fighting on school property.
- Blatant disrespect, consistent backtalk.
- Bringing pornographic material to school or locating it on the internet.
- Failure to report to late detention.

- Bullying and/or threatening another student or adult. This includes verbal, physical and online bullying and threatening.
- Seeking unsuitable websites on Gesu School computers.

GESU SCHOOL RESERVES THE RIGHT, AT ANYTIME, TO AMEND OR ADD TO THE POLICIES, RULES AND REGULATIONS CONTAINED IN THIS HANDBOOK, AND TO MAKE CHANGES APPLICABLE TO CURRENT AND NEW STUDENTS WHEN THE SITUATION DICTATES.

PARENT/STUDENT SIGNATURE PAGE

(Please detach this page from the handbook and return signed to school.)

I parent/guardian of _____
read the Gesu School After School Program Parent Student Handbook. I agree to comply with the
regulations of Gesu School.

Parent Signature

Student Signature

Date