

After-Day Program

Introduction

Welcome to the After-Day Program! Aquinas Academy offers this after-school program to support families who have a need or desire for supervision beyond the hours of the regular school day. The program will provide supervised free play, activities, and homework supervision for students K-6th grade. The program seeks to foster a sense of wonder for the natural world through outdoor play, whenever possible.

The program will be overseen by Mrs. Nicole Payne. Mrs. Payne is excited to provide afternoons filled with free play, adventure, new experiences, and opportunities for students to begin their homework in a nurturing, Christian environment.

Days and Hours of Operation

The After-Day Program will begin on Monday, August 31, 2026, and will operate each school day from 3:05–5:00 PM. Pickup after 5:15 PM will incur a late-fee. After-Day will not be offered on days on which school is not in session, or on the following days:

Monday, December 7
Tuesday, December 22
Wednesday, March 24
Wednesday, May 5

Registration

Parents must register their children for the After-Day Program **in advance**. Registration this year will be done through Veracross: [Register for the After-Day Program](#). To register you will need to make a minimum \$60 deposit that will be applied against the fees incurred as you use the program. If you plan to have your children attend regularly you will also have the choice to make deposits in varying larger amounts.

Attendance

After completing program registration through Veracross, daily attendance of the After-Day program must be communicated to the classroom teacher and to Mrs. Payne (paynen326@gmail.com).

For K-5th students, parents must send a note to the classroom teacher indicating that their child will attend After-Day, and also email Mrs. Payne by noon. If a student will typically be a daily attendee, parents should communicate this to Mrs. Payne and the classroom teacher. In this

case a note should be sent in only when a student is NOT attending After-Day, and indicate which method of pickup the child will use (bus or car rider).

6th grade students do not need a note and should be told by parents to report to the PreK/Library Building at dismissal for check-in to the After-Day Program. **Parents should still email Mrs. Payne of the planned attendance.**

Note that Mrs. Payne may not reply to the email but will be on-campus for After Day unless you are notified otherwise. However, if no students are planning to attend After Day and Mrs. Payne receives notice of an attendee after noon, she may no longer be available for the late notification change.

Any same-day changes to a student's after school plan MUST be reported to the front office (724-444-0722) no later than noon to ensure that the change is communicated to the student and classroom teacher in advance of dismissal. Teachers may send the child home via the usual means of afternoon transportation if the office is not notified of After-Day attendance before noon.

Program Fees

Students are charged a **daily rate** of \$20/child. When you register your child through Veracross, [register for the after-day program](#), in addition to the minimum registration deposit of \$60, you will also have the option to make deposits of \$100, \$300 or \$500. Mrs. Payne will track your child's daily attendance and your deposit amount will be reduced by the daily program fee per usage. Once your deposit has declined to a minimal amount, a statement will be sent detailing charges to date and you will be asked to replenish your deposit amount. Pickup after 5:15 PM will incur a \$20 late fee.

Parent Supervised Outdoor Play

Families are welcome to remain on campus after dismissal and enjoy the free outdoor play portion of the day. If a parent (or authorized guardian) is present and supervising their child, **registration is not required** and therefore **no fee will be charged**. Parents should meet their child and the attendees of the program at the PreK/Library building at 3:05 PM, after parking in a parking spot on campus. **Parents MUST have their clearances** in order to supervise as part of this program.

Any student whose parent is not present during this time will be **checked into the After-Day Program** and charged the daily rate.

High School Volunteer Helpers

High school students are encouraged to assist with the After-Day Program as **volunteer helpers**. This is a great opportunity to serve the younger students of our school community, gain leadership experience, and contribute to the positive spirit of Aquinas Academy. Interested students should contact [Mrs. Payne](#) for more details about how to get involved.

Expectations for 7th & 8th Grade Students

7th and 8th graders are not required to enroll in After-Day. If a 7th or 8th grade student has a need to remain on campus after school, they are expected to act responsibly while on school grounds and listen to the guidance of all faculty and staff.

Students remaining on campus for a later sports practice or game should work quietly in an assigned study hall room. 7th and 8th grade students who are not working quietly are expected to **assist with the After-Day Program** until they are picked up or leave for their practice or game.

All 7th and 8th graders students who misuse this privilege may lose the opportunity to remain at school after dismissal.

Location

Students will check into After-Day at the PreK/Library Building. In good weather, this check-in will happen on the front porch, and in the library during inclement weather.

Daily Routine

- 3:05 – 3:15: Check-in, quick snack (typically bring-your-own)
- 3:15 – 4:15: Free play (typically outdoors)
- 4:15 – 5:00: Homework, quiet reading, or other quiet activities
- 5:00 PM: Last pickup

Attire

Students may remain in whatever their dress for the school day was or change into play clothes in a restroom after being checked into After-Day. Parents are encouraged to send in an extra pair of rain boots, rain jacket, sweatshirt, hat, gloves, and other items to keep at school in order to be ready for outdoor adventures! However, whenever the weather is not advisable for outdoor play, children will utilize the PreK building for other activities such as group crafts, preparing a snack, board games, music, etc.

Snack

There will be a short snack break each day. Students should bring an after-school snack from home. On occasion, a snack will be provided or made with the students as an activity. Any student with food allergies must have this documented in the SmartCare system.

Behavior

Behavior expectations are the same as those for the school day. Students will be expected to respect each other, the staff, and the materials and environment. Should misbehavior occur, the students involved will be removed from the activity for a period of time, and the parent will

be notified at dismissal. Serious behavior incidents may result in an immediate phone call to the parent, conference with the head of school, and possible removal from the program.

Homework

A quiet homework period will be provided daily within a classroom setting. It is the responsibility of the student to acknowledge and complete any assignments using the available resources. The staff is not responsible for checking homework. Students are responsible for bringing all materials with them as it may not be possible for the student to return to the classroom after hours.

Illness/Safety

Should a child become ill or hurt during the program hours, the parents or another authorized adult will be notified. The child may need to be picked up at that time. A fully stocked first aid kit will be provided to the program and basic first aid will be given when needed. In cases of a more serious nature, the staff will proceed to seek emergency care as deemed necessary in accordance with the emergency release form completed as part of Academy enrollment.

Dismissal

In order to be dismissed, a parent or approved adult must be present and complete sign out with Mrs. Payne. All authorized adults not already listed in Veracross under the student's profile, should be communicated to Mrs. Payne by the parent.

Any adult may be asked to show valid identification. No student will be permitted to leave the program or school campus without an authorized adult.

Contact Information

Mrs. Nicole Payne – Program Director

- 724-882-2775
- paynen326@gmail.com

Mrs. Susan Leonard – Business Manager

- 724-444-0722 ext. 19
- leonard@aquinasacademy-pittsburgh.org

School Office

- 724-444-0722
- office@aquinasacademy-pittsburgh.org