



After-School Program Handbook

Address: [1200 Ruby Ave, Grand Island](#)

School Phone: 308-384-2440

Program Phone: ***

Contact E-mails: Principal Sarah Nordhues (snordhues@gicc.org)

Director Kelly Flebbe (kflebbe@gicc.org)

*"Let the little children come to me because the kingdom of heaven belongs to people like these."
--Matthew 19:14*

Dear Parents,

Welcome to the GICC Elementary School After-School Program! In choosing GICC Elementary for your son or daughter, you have demonstrated a commitment to the values and philosophy of Catholic education. This same commitment is anticipated as you enter into a partnership with the GICC After-School Program.

Please read this document carefully. Registering for the program implies that you intend to abide by the policies of the GICC After-School Program. Failure to uphold this agreement may result in your child's termination from the program. The faculty and staff of the GICC After-School Program look forward to working with you to promote a positive experience for your child and you. Together let us pray that God, who began this good work in us, may carry it through to completion. God bless you,

Mrs. Flebbe
Director of GICC After-School Program

Program Description

The GICC Elementary After-School Program is open to students in grades preschool through fifth grade, currently enrolled at the GICC Elementary School. The curriculum stresses academic achievement within a Christian community, where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Students must be enrolled in the After-School Program for specific days of the week. Unscheduled drop-ins will be permitted only if the program has afternoon availability. The program operates only on the days when school is in session. Spaces are filled on a first-come basis.

Mission Statement

Our mission is to educate each student in the spirit of faith, gospel values, and academic excellence according to the Catholic Church. The After-School Program extends the academic school day and provides a safe, caring environment where respect for Christian values is evident. It involves a well-planned atmosphere without being restrictive, as well as being productive without being intense. The program seeks to provide for the students' needs for relaxation, recreation, and the opportunity to complete homework or required reading to succeed in their studies.

Nondiscriminatory Policy

GICC admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Enrollment Procedures and Monthly Charges for the 2024-25 Academic Year

After-School Program Requirements:

Completed enrollment at GICC Elementary School prior to attendance is required. Emergency Contact information will be taken from the GICC Emergency Contact Sheets. Please let the Director know if changes occur, as information must remain accurate. Bills will be sent on the last working day of the month. Payment is due by the 5th of the following month. Payments can be made in the main office at GICC Elementary or mailed to GICC elementary at:

GICC Elementary
ATTN: GICC After-School Program
1200 Ruby Ave
Grand Island, NE 68803

School Year Registration/Snack Fee: \$25 per family

*At the time of registration, parents will select the day(s) of the week their child(ren) will routinely attend. Pickup times are not required.

Program Fees:

Charges will include all hours of care and a daily snack for all children.

1 Child: \$8/day

2 Children: \$14/day

3 Children: \$20/day

4 Children: \$25/day

***A \$1.00 late fee will be charged for every minute a child is present after 5:15.*

***Staff will call emergency contact numbers for children who are not picked up by 5:30.*

Late Pick-Up Fees:

All students are to be picked up by 5:15 PM each day. Students who are not picked up by 5:15 PM will incur an additional charge of \$1.00 per minute. There is no financial assistance at this time for the After-School Program.

Late Payment Fee:

A \$25 late fee will be assessed on payments made later than 5 business days after the date it was due. Additional late fees will continue to accumulate every 5 business days until the payment, including delinquent fees, is reconciled in full.

Withdrawal Policy:

Families must notify the school if a student is withdrawing from the After-School Program. Payment will be required through the month of attendance.

Hours of Operation:

The After-School Program operates from 3:25 PM to 5:15 PM on days that school is in session. The After-School Program is closed on snow days, scheduled holidays, and other days when the school is not open. Please refer to the school calendar for any exceptions to the normal schedule. All students are to be picked up by 5:15 PM each day. Students who are not picked up will incur an additional charge of \$1.00 per minute.

Suspension/Termination of Care:

If program guidelines are not followed, enrollment may be suspended or terminated. In the event of suspension or termination of care, a meeting with the Principal and Director will be scheduled to explain the situation and the guidelines of the program. Enrollment may also be suspended for delinquent payment.

Attendance:

Students who are absent from school, or are sent home during the school day, are not permitted to return to school to participate in the After-School Program. Changes to the attendance days are to be communicated to the Director, kflebbe@gicc.org

Student Pick-Up Policy:

Prior to enrollment, all parents are required to complete a student information form. This form will include the names of individuals allowed to pick up students from the program. Students will not be released to persons not designated for pick-up. Please notify the Director of any changes to the information form.

Weather Emergencies:

The After-School Program will follow the same protocols as GICC in the event of school closures due to inclement weather. Announcements will be made on Sycamore and through the School Beacon Communication System.

Daily Schedule:

Students will be divided by grade level. Daily activities are as follows:

- Restroom Break hand washing
- Homework/Book
- Snack Time - a snack and drink are provided
- Storytime/Independent Work
- Crafts, games, or dramatic play
- Free play outside/inside

Snacks:

A nut-free snack and drink are provided each day. If your child brings an additional snack from home, it must be saved for home. Outside food is not allowed.

Homework:

The Director's primary responsibility is not as a tutor. However, homework assistance will be available in a group setting. In the event your student does not have homework, they are to have a reading book in their backpack each day to read while others are completing homework.

Communications:

E-mails are to be sent directly to the Director at: kflebbe@gicc.org. Students may not leave for practices or events without written permission from their parent/guardian. The After-School Program will not provide transportation.

Office Records and Contact Information:

Parents/Guardians are requested to directly notify the Director in writing if there is a change in any of the following: Address, custody arrangements, home telephone number, cell phone number, business phone number, e-mail address, or emergency contact information. This will guarantee that contact information is accurate, complete, and up-to-date.

Conduct:

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate within the spirit and policies of the school, which are designed to foster development and personal responsibility. This requires courtesy in all personal relationships and promptness in fulfilling obligations. The Director, in collaboration with the Principal, reserves the right to determine the appropriateness of an action if any doubt arises. Items of a questionable nature or deemed inappropriate for school are not to be brought to the After-School Program. North Platte Catholic Schools administrators will determine the appropriate disciplinary measures to be taken concerning the presence of inappropriate items brought to the school. Items taken away from students may be requested in person by the parent(s)/guardian(s).

Cell Phones/Electronics

The use of cell phones and electronics will be prohibited unless permission is granted by the Director. All cell phones and electronics should be powered off and kept in the student's backpack.

School Environment and Allergy Policy:

GICC does not use chemicals in the After-School Program area that are potential triggers for children with asthma. Be advised that no school or After-School Program can guarantee that a child will not come into contact with a substance that may trigger an attack. The After-School Program recognizes that an allergy is an important condition affecting many school children, and positively welcomes all students with allergies to participate in the program. A parent or guardian may provide snack items to be kept in a separate snack box for their child with food allergies.

Tables will be sanitized before and following any food-related events held in the After-School Program rooms. In the event of a suspected allergic reaction (where there is no known allergic history), emergency medical services will be called immediately.

Medical Record Keeping:

Each school year, parents are asked to submit a child's medical record. From this information, the school keeps its asthma and allergy register which is available for all school staff. The After-School Program staff will be informed of these students within their care. No medication may be dispensed during the After-School Program. Students who need medication between 3:10 and 6:00 PM will make arrangements with the Principal before coming to the After-School Program.

Abuse and Neglect Reporting:

In Nebraska, school employees are mandatory reporters. This means when a school employee has reasonable cause to believe that a child has been subjected to abuse or neglect they are required by law to make a report to the CPS Hotline and/or Law Enforcement. (Nebraska Revised Statute 28-711)

Sick Plan:

Your child may be sent home for:

- Fever over 100 (Will result in exclusion until 24 hours fever-free)
- Diarrhea
- Vomiting (Will result in exclusion until 24 hours symptom-free)

*Any illnesses will result in exclusion from the program for 24 hours or until your child is symptom-free.

Crisis Plan:

GICC Elementary has implemented a “crisis plan” in case of a lock-down emergency. All teachers and staff are aware of the procedures in place to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. GICC Elementary School
2. GICC High School

Emergency Drills:

State Law requires that fire drills be held during After-School Programs. Students may not be checked out during a drill. During the fire drills, students should follow these instructions:

1. Rise in silence when the alarm sounds;
2. Staff members will turn off lights and close doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a line silently;
5. Return to the building when a signal is given.

Tornado and lockdown drills are held periodically. The After-School Program door will not be opened during the drill as all staff and students will be required to follow the procedures below:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the designated safe zone in single file;
3. Sit silently, facing the wall, in a duck and cover position;
4. Return to a building when a signal is given.

Children with Special Needs:

If in care, special needs children will have an evacuation plan designed for their needs and will be addressed on a case by case basis.

Grievances/Concerns/Questions

Grievances, concerns, and questions will be addressed by the Director. If a resolution cannot be reached, or the concern continues, a meeting may be scheduled with the Principal.

Right to Amend

GICC Elementary School reserves the right to amend this handbook. Notice of amendments will be made available to parents.