

The Jaguar Club Extended Day Program

Parent Handbook

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Overview

The Jaguar Club extended day program provides an after-school environment for enriching activities, clubs, and workshops that enable our students to reach their God given potential. We strive to offer the highest quality care while providing students with the opportunity to be exposed to different experiences and forge new and lasting friendships. In keeping with the mission statement of the school and the Student Learning Expectations, we assist the children in our care to develop the life skills and values that they will utilize to thrive.

The Jaguar Club extended day program is open to all St. Joseph students in grades Kindergarten - 4th grade. The Jaguar Club offers a wide variety of activities for the students to engage in. Daily we have a grade specific themed activity, that will meet weekly for 4 weeks so that the students can have a focused exposure in each concentration. The students will be exposed to cooking, STEAM, drama, cooperative games, and art. The students in the Jaguar Club will have the opportunity to attend homework club where they will be provided with a quiet space and adult assistance to complete their assignments.

Homework

The Jaguar Club offers a quiet place for children to complete homework under adult supervision. This service cannot replace the need for one on one tutoring, but it does afford children a chance to ask questions and receive assistance. This aspect of the Jaguar Club becomes increasingly important as the children grow older and are receiving more homework and long-term projects. We strive to keep the homework room open and conducive to study as long as the children need to get their tasks accomplished. If you would like your child to be on the list of children expected to attend the Homework Room daily, please let the [Assistant Director](#) know.

Classes & Workshops

Enrichment classes lasting 6-12 weeks will be offered through the Jaguar Club every trimester. Subjects may include the following: Cooking, Dance, Drama, Foreign Languages, Golf, Lego, Martial Arts, Sewing, STEAM, Tennis, and more. Fees for these classes are in addition to the Jaguar Club tuition and all St. Joseph's students are eligible to register. Details regarding classes and schedules will be available through the Jaguar Club webpage. The Jaguar Club is open on most in-service days and all noon-dismissal days. On full days we will have a themed workshop to engage our students outside of their daily learning. Please see the website calendar for detailed dates.

Snack

The Jaguar Club provides one snack daily. Snacks are nutritious and largely vegetarian. Please include any food allergies on your child's enrollment form as well as alerting the [Director](#). On in-service and noon dismissal days, children need to bring their own lunches. We will be happy to refrigerate or heat food if necessary.

Movies

The Jaguar Club will show movies on Friday afternoons, and when we are open for extended hours. According to St. Joseph policy, these movies will be rated G unless otherwise posted. If we are showing a PG rated movie it will be posted on the bulletin board outside of our office by Wednesday of the viewing week. If you would prefer that your child not view a specifically posted film, please inform the Director.

Notification

In order to ensure your child's safety and the smooth operation of the Jaguar Club, please inform us, with as much notice as possible, when your child is:

- Scheduled to be at the Jaguar Club, but is unable to attend.
- Is not scheduled to be at the Jaguar Club, but will be attending.
- Has outside activities that will cause them to be late to the Jaguar Club.

We can be reached by phone at 206-329-3260 ext 224. This communication is critical.

Continuous failure to notify the Jaguar Club of schedule changes will result in denial of care.

Illness

Consistent with school policy, we do not accept children who are running a temperature over 100 degrees, those who exhibit sign of unusual nasal or chest congestion, red or runny eyes, an unexplained rash, diarrhea or who are vomiting. If a child develops symptoms while at the Jaguar Club, the child will be isolated from the other children and cared for by a staff member. The parents will be called and asked to pick up their child immediately.

Late Pick Up

Our closing time is 6:00pm. It is important for both children and staff that this time be honored. In particular, it is important for children to know when they are going to be picked up and not feel singled out by being the only child left at the Jaguar Club after closing. As such, we urge parents to arrange their schedule so they can arrive on time. We understand that emergencies happen, however repeated tardiness will be handled as follows:

- 1st late pick up: \$1/minute fine will be assessed
- 2nd late pick up: \$1/minute fine will be assessed
- 3rd late pick up: Director will meet with school administration to discuss the situation and determine what further action is taken. Continued tardiness will result in suspension or expulsion from the program. We will keep record of late pickups to avoid misunderstandings.

Discipline

The Jaguar Club rules are in keeping with the general philosophy of the school at large. We expect students to treat the staff, each other, and the areas around them with respect. Children are expected to arrive at the Jaguar Club promptly and remain within the areas designated by the staff. Examples of prohibited behavior include name-calling, running inside, yelling, foul language, and refusal to follow directions by staff members. Students are expected to care for their own belongings as well as assist in the maintenance of the Jaguar Club facility. Staff will work with students individually regarding inappropriate behavior. We strongly believe in the use of positive reinforcement as a means for encouraging desirable behavior. When action must be taken, however, a student that exhibits inappropriate behavior can expect one or more of the following; a brief time out, to deliver a written or verbal apology, repair or replace damaged property, loss of special privileges, or to meet with the Director and or meet with the Director of the Lower School.

Chronic behavior problems will be documented in writing. The following steps will be taken at the Director's discretion:

- Notification to the parent outlining the behavior and specific consequences.
- Establishment of a behavior contract between the student and the Director.
- A meeting with the student, the Director, and Director of the Lower School.
- Notification to the parent and student of potential suspension.
- Suspension for a specified period of time.
- Expulsion from the Jaguar Club.

Certain behavior is considered extreme and is grounds for immediate suspension. This includes fighting, theft, and carrying concealed items that can be considered weapons.

Emergency Closure

It is the school policy to follow the Seattle School district in determining whether to close or delay school due to inclement weather. In case of school closure, the Jaguar Club will also be closed. In case of morning delay; morning Jaguar Club will be closed. This policy is for the safety of both the students and the Jaguar Club staff.

Sign In and Sign Out

The sign in and sign out sheet is located on the table by the Jaguar Club office door. A parent or designated adult must sign your child in, with the time, for morning care and for care on in-service days. A parent or designated adult must sign your child out when leaving the Jaguar Club in the afternoon. It is imperative that this process is followed meticulously and that children are not left on or removed from the parking/play area without being signed in or out. This ensures the safety of all the children in our care. If you wish to designate someone other than those listed on your registration forms to sign out your child, a signed note must be added to your file. Under no circumstance is anyone younger than 13 allowed to sign children in or out of the Jaguar Club.

Personal Property

There are lockers located in the hall outside of the Jaguar Club office. These lockers are for the use of the Jaguar Club students and will be assigned to students upon enrollment. First priority will be given to students that attend the Jaguar Club with the most frequency. It is the responsibility of the student to place their belongings in their locker and keep that locker clear of garbage. Students who do not have an assigned locker must hang their coats and backpacks on the hooks along the opposite wall. Failure to do so will result in these items being removed by the staff. It is a safety hazard to have the hall blocked and we must keep an escape path clear. We encourage children to care for their own belongings. Please help them by labeling sweatshirts and clothing with indelible markers. Items left behind will be placed in the school lost and found. Please do not send items of great monetary or sentimental value with your child.

Yearly Schedule

The Jaguar Club will be open on the first day of school from 9:00-11:00am for introductions, greetings, and registration questions. Official before and after school care begins on September 6th. Morning care is from 7:00-8:15am, Afternoon care will begin at their scheduled dismissal time and remain available until 6:00pm. Care for Kindergarten students during noon dismissals will begin September 11th. Please send a lunch with your child, as they will not have access to the hot lunch program.

The Jaguar Club is open all half days from 12:00-6:00pm and on full in-service days from 8:00am-6:00pm. The Jaguar Club will be closed for the following national holidays: Veteran's Day, Thanksgiving break, Christmas Break, Martin Luther King Day, President's Day, and Memorial Day. Please see the school calendar for the specific dates. The Jaguar Club will be closed during Spring Break. The day proceeding Christmas break, Spring Break, and the last day of School the Jaguar Club will close at 5:00pm.

Tuition

It is our goal to remain as flexible as possible in meeting the individual needs of the families we serve. For this reason, we have two options of contracting care. These two options are prearranged care and drop-in care. Prearranged care is intended to meet the needs of parents that need care on a regular set schedule. Drop-in care is intended for parents that only need care occasionally and on varying days. Children that attend The Jaguar Club on a regular basis will not be considered for Drop-in care. We encourage parents to use the prearranged care option whenever possible. Please direct any questions or problems with tuition to the Director.

Prearranged Care

The finance office will bill you on the 15th of the month preceding prearranged care. Payments are prorated over 10 months and should not be considered a “monthly” payment. June tuition is half of your regular rate. Hourly charges will be billed to your tuition statement on the 15th of the month following care. Please submit your request to terminate monthly care via email to the Director by the 1st of the month. Tuition rates are as follows:

Before & After School Care*

- 5 days per week \$430/month

After School Care*

- 5 days per week \$325/month
- 4 days per week \$292/month
- 3 days per week \$278/month
- 2 days per week \$198/month
- 1 day per week \$112/month

Before School Care

- 5 days per week \$151/month

**These options include half day and in-service days that fall on your child’s regularly scheduled days as part of tuition. For the month of June please remit half of your monthly payment.*

Drop-In Care

Care that is not regularly scheduled or paid for in advance will be billed as drop-in care. Drop-in care is billed at the end of each month and will be billed to your tuition statement. In case of emergency, parents can use drop-in care to supplement prearranged care. Drop-in rates are as follows:

- Daily drop-in \$10/hour (Failure to sign your child out will result in the full days charge)
- In-Service drop-in \$44/day
- Morning drop-in \$10/morning

Enrollment Procedure

To enroll your child in the Jaguar Club, please review the Handbook and complete the registration form online.

How to contact us

Lisa Mansoori, Jaguar Club Director 206-329-3260 ext.229 mansoori@stjosephsea.org

David Sepulveda, Assistant Director 206-329-3260 ext.224 djlsepulveda@stjosephsea.org

The Jaguar Club office is located outside the cafeteria. Please feel free to stop by if you have any questions or would like to meet the staff and see our space.