

*You will show me the path to life, abounding joy in your presence, the delights at your right hand forever. ~Psalm 16:11*

Dear St. Joseph Club Families,

Welcome to St. Joseph Club (SJC)! This SJC Parent Guide contains information that will help you and your child know what to expect at SJC. **If your family has used the SJC After School Care Program before, please make note of highlighted changes to signup and billing** in addition to refamiliarizing yourself with other details. The link for these details will be included at Popsicle for reference. You can access the link by expanding the description of each SJC Session listed.



## **Immaculate Conception School St. Joseph Club Parent Guide**

### **What you can expect:**

The SJC Staff realize that the children have already had a full day, so will patiently and cheerfully help them do their homework, serve them a snack, and supervise their play while you finish your workday. K-5 children begin SJC with Gathering Prayer followed by Homework/Quiet Time during which homework is completed and children transition to reading or drawing independently. Preschoolers start out with free play time. Mealtime prayer, snack, indoor and outdoor play, and special activities such as board games or crafts round out the afternoon.

### **What your children can expect:**

SJC children will walk to their SJC group area with their daytime teachers or an SJC Staff member and settle into the Homework/Quiet Time routine or the Preschool SJC routine. Our hope is that the transition from school day to SJC is smooth and consistent for the children. Behavior expectations are the same at SJC as they are during the school day. Children can expect to be well supervised and cared for while their families finish up the work day.

### **Parent Communication**

SJC Updates are emailed to families approximately once per month to communicate special activities and reminders. Email [jwinkler@gtacs.org](mailto:jwinkler@gtacs.org) at any time to ask questions, give input on your child's SJC care, or adjust the SJC reservations you have made. If you have not received a reply within 24 hours, please contact the IC Office at [icoffice@gtacs.org](mailto:icoffice@gtacs.org) or 231-947-1252.

### **SJC Registration Form and Fee**

Please complete **one [registration form](#) per child** and submit with total registration fee to the Immaculate Conception School Office (office is open August 22, 2022) by check or cash before your child attends St. Joseph Club for the first time. **Due to licensing regulations, children are unable to begin attending SJC without all registration forms and fees submitted.**

When dropping off at the office, please enclose one completed registration form per child along with the total fee in an envelope labeled SJC Registration and your child(ren)'s name(s).

You may also mail to:

Immaculate Conception School  
St. Joseph Club Registration  
314 Vine Street  
Traverse City, MI 49684

## **Popsicle Sign-up Link–Bookmark this link for your convenience**

<https://popsicle.app/parents/ImmaculateConceptionElementarySchool-2leXrfm/login>

### **Sign-up Information**

It is critical for licensing ratios and emergency situations that all SJC sign-ups are made through Popsicle **and you have verified that reservations are confirmed** before your child arrives at SJC.

To sign up for SJC, use the Popsicle app at the link above. Each child needs to have a separate reservation. Finalize your prepaid reservation by clicking PAY NOW after loading your cart, selecting a payment method, and checking out. Then **check your inbox and spam email for a confirmation from Popsicle** after finalizing the cart. Confirmed prepaid SJC reservations also appear in the Popsicle CALENDAR at your account login. **It is your responsibility to verify that your sign-up reservation is confirmed at least 24 hours before your child arrives at SJC.**

Email [jwinkler@gtacs.org](mailto:jwinkler@gtacs.org) with any sign-up questions, especially if your reservation is not showing as confirmed. It is your responsibility to verify that your sign-up reservation is confirmed at least 24 hours before your child arrives at SJC.

### **Viewing Confirmed Popsicle Reservations**

To view confirmed Popsicle reservations, please login to your Popsicle account and click CALENDAR on the home page. All confirmed reservations for your child's SJC and IC Enrichment activities are listed there. If you believe the calendar is inaccurate, please contact Janine Winkler at [jwinkler@gtacs.org](mailto:jwinkler@gtacs.org).

### **Canceling Popsicle Reservations**

Confirmed Popsicle reservations cannot be edited unless the SJC Coordinator makes the changes manually. Please try to limit changes to your reservations.

- If your schedule has changed far in advance and you need to cancel a day you've already reserved, email [jwinkler@gtacs.org](mailto:jwinkler@gtacs.org). **Emailed cancellations received by 24 hours before the day of care are refundable.**
- When canceling reservations within 24 hours of the date of care, notify [jwinkler@gtacs.org](mailto:jwinkler@gtacs.org) as well as the IC office [icoffice@gtacs.org](mailto:icoffice@gtacs.org) and your child's teacher. This way everyone will be in the loop for changes and able to get your child to the right place at the right time. **Cancellations received within 24 hours of the date of care are non-refundable.**
- Phone cancellations are very difficult to track. Please use email whenever possible to alert us to schedule changes.

### **Regular Rates and Billing**

**SJC after-school rates are \$10/day, prepaid at signup.**

**Payment occurs when signup is finalized.**

**Refunds are given for excused absences from school and for cancellations received in writing before 24 hours prior to the date of care.**

### **Half-Day Rates and Billing**

SJC half-day rates on teacher inservice days are \$25, prepaid at signup.

Half-day care runs only when 10 or more students make reservations up to two weeks before the scheduled half-day. If half-day care is canceled due to too few reservations, your payment will be refunded.

### **SJC Check-in after school**

**Students remain in their classrooms until SJC Staff arrives to pick up those with SJC reservations. SJC Staff supervises the transition from classrooms to SJC.**

## **Attendance**

Attendance at St. Joseph Club is restricted to children who have an SJC Registration form on file, and by prepaid reservation only.

- If a child has an SJC reservation that has not been canceled in writing, the child will be checked in to SJC with billing for the day.
- If a child needs SJC care but does not have a prepaid reservation and the SJC groups are full, the school office will call the parent to arrange immediate pickup.
- If a child needs SJC care but does not have a prepaid reservation and there is room in the SJC group, the child can be manually added for a \$5 service fee.
- If a child is absent from school, the child's SJC reservation for that day is canceled and will be refunded.

## **Picking up your child from SJC**

When arriving to pick your child up from St. Joseph Club, please park and check to see if your child's SJC group is on the playground. Sign out with the SJC Staff on the playground. Do not allow your child to leave the playground area until you have checked out with the SJC Staff member.

If your child's SJC group is in the school building, please go to the dismissal station in the main lobby of the school and ask for your child to be paged. School-aged children will come to the lobby to meet you. Preschool children will stay in the SJC group area and the parent will meet them after any school-aged children from the family have come to the lobby.

Please be patient with us as we become familiar with all of our SJC families and their approved designees. For the safety of all of the children, we may need you or others who are designated to pick up your child to provide ID and wait to be verified by administrative staff. Please add all approved pickup designees at both Popsicle and the Parent Portal of Renweb/FACTS.

## **Snacks at SJC**

SJC provides a snack from two different food groups each day, and filtered water is available. Snacks from home are not permitted, due to allergens and medical conditions of other students. If your child has an allergy that we need to accommodate, please be sure to state that on registration forms

If your child is picked up before snack time, SJC snacks will be made available to take home from the lobby or cafeteria table.

## **Helpful Items for your child to bring to SJC**

- Children need a water bottle at SJC each day.
- Children in grades 2-5 need a book to read when homework is completed before quiet time ends. Quiet time is part of the daily SJC routine for students in grades K-5.
- Children need all outdoor gear that is required for school day recess times. Outdoor play is part of SJC's daily routine.

## **Items that are NOT approved for SJC**

- Unless prior approval has been given for reasons such as allergies or medical conditions, please do not allow children to bring snacks from home to SJC.
- Toys from home are not allowed at SJC. Everyone will use SJC supplies, toys, and activities.
- Cell phones and electronics are not to be used during SJC time.

# St. Joseph Club

## Typical Daily Schedule



### **SJC Preschool Group** **Preschool Classrooms**

- 2:25-2:35 PreK Attendance, Story Time/Free Play
- 2:45-3:00 3s and 4s Gathering and Attendance, Story Time/Free Play
- 3:00-4:00 Free Play (South Gym may be open 3:30-4:00 for inclement weather days)
- 4:00-4:30 Handwashing, Prayer, Snack, Cleanup
- 4:30-5:00 Outdoor Play
- 5:00-5:45 Indoor/Outdoor Play



### **SJC K-1 Group** **Library**

- 2:45-3:00 Gathering and Attendance
- 3:00-3:30 Homework and Quiet Time
- 3:30-4:30 Free Play (North Gym may be open 4:00-4:30 for inclement weather days)
- 4:30-4:45 Handwashing, Prayer, Snack in Cafeteria, Cleanup
- 4:45-5:45 Outdoor Play



### **SJC 2-3 Group** **Music Room**

- 2:45-3:00 Gathering and Attendance
- 3:00-3:30 Homework and Quiet Time
- 3:15-3:30 Handwashing, Prayer, Snack, Cleanup
- 3:30-4:00 Outdoor Play (South Gym may be open for inclement weather days)
- 4:00-5:45 Indoor/Outdoor Play



### **SJC 4-5 Group** **Cafeteria**

- 2:45-3:00 Gathering and Attendance
- 3:00-3:30 Homework and Quiet Time
- 3:30-4:00 Handwashing, Prayer, Snack, Cleanup
- 4:00-4:30 Outdoor Play (North Gym may be open for inclement weather days)
- 4:30-5:45 Indoor/Outdoor Play

## **Expectations for K-5 Homework/Quiet Time at SJC**

- ★ SJC Staff help children create a quiet environment for homework to be completed.
- ★ Homework/Quiet Time lasts from 20-40 minutes based on age of children and length of time required to complete homework tasks.
- ★ School age children bring all homework materials to SJC each day.
- ★ SJC Staff will provide pencils and other necessary supplies.
- ★ Children remain seated during Homework/Quiet time.
- ★ Children raise hand if help is needed.
- ★ When finished with homework, children raise hand for SJC Staff to view/correct homework.
- ★ Children transition quietly from homework to quiet reading or drawing without leaving seats.
- ★ Children earn points/rewards for compliance with Homework/Quiet Time expectations.