Angels After School Program
Parent Handbook
2026-2027

Welcome to the Angels After School program! Queen of Angels provides this after-school program to support families and parents who have a need for supervision beyond the hours of the regular school day. The program will provide supervised care, activities, and homework assistance in a Christian environment for those students currently enrolled in pre-kindergarten through grade 8 at Queen of Angels Catholic School. Supervision will be conducted by qualified adults who have obtained full security clearances.

The program will operate each full day school is in session, beginning Monday, August 25 for the 2025-2026 school year, unless otherwise communicated. The program begins at school dismissal and ends at 5:30 p.m. The program is held in Room 201. Angels After School will NOT be available on days that school is not in session, per restrictions on hours of service before it would be necessary to be licensed as a Daycare in the Commonwealth of PA.

The routine will be as follows:

- Attendance
- Snack
- Active Play (indoors and outdoors)
- Homework
- Indoor Activities

Procedures

Registration

Any parent wishing to utilize the Angels After School program **must** register and complete the emergency form prior to the child(ren) attending the program.

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 principal, and possible removal from the program.

Snack

A snack and drink will be provided daily. Any student with food allergies must have this documented on the registration and emergency forms. Severe allergies may require that the student bring his/her own snack in a bag marked with his/her name. Snacks will vary and may include foods such as: jelly sandwiches, fruit, cheese and crackers, granola bars, muffins, etc. Occasional treats may also be provided. Students may bring a snack from home should they choose to do so.

Homework

A homework period will be provided daily, and help will be given when needed. 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.

Recreation
Games, organized activities, and crafts will be provided for the students. Weather permitted; students may be able to play outside. Gym time will also be provided when possible.

Illness/Safety
Should a child become ill or hurt during the program hours, the parents or another authorized person 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 seek emergency care in accordance with the school regulations.

Attendance
Classroom teachers will be provided student's scheduled days for the after-school program. Students who will attend daily should indicate that the first time the note is sent. In that case, a note should subsequently be sent on days that the child WILL NOT ATTEND after-school. Students with occasional use must present their teacher with a note in the morning so that the teacher knows to keep the student from bus dismissal.

Dismissal
Dismissal will be from the gym door. Call the Angels After School cell phone when you arrive **at 412-660-0975**. All authorized adults must be listed on the registration form. 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.

Program Fees
There is a $25 registration fee per family. This fee is non-refundable and due at the time of enrollment in the program. Other regular fees are as follows:

	Number of Children		
Pick Up By:	**1**	**2**	**3**
3:30	$5.00	$10.00	$15.00
4:00	$10.00	$20.00	$25.00
4:30	$15.00	$25.00	$32.00
5:00	$18.00	$28.00	$33.00

* If you student is using aftercare and is enrolled in PreK you will be charged an additional $3.00 per day for being watched the extra half hour after 2:30pm dismissal

Students must be picked up at 5:00 p.m. (M-H) or 4:30 p.m. on Friday A $5 per ten-minute late fee will be charged for any student picked up after the daily end time.

Payment

Families will be billed monthly. Payment can be made through FACTS or check payable to Queen of Angels Catholic School. A monthly statement will be sent home at the first week of the following month. Payment is due in 10 days after invoice is sent. .

Health Records

Each registrant in the after-school program will have a copy of his/her health record kept in the after-school area.

After School Clubs

Arrangements can be made for any student in the after-school program to attend an after-school club. Parents must notify both the club supervisor and the after-school program director to make arrangements for the student.