Julie Billiart Schools

BEYOND EDUCATION. BEYOND EXPECTATIONS.

# Aftercare Handbook

Effective August 2026

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## LYNDHURST

4982 Clubside Road, Lyndhurst, OH 44124

**Phone:** 216.381.1191

**Principal:** Chris McCloskey

**Account Manager:** Maureen Graham

**Site Coordinator:** Betty Oyaski

## AKRON

380 Mineola Ave., Akron, OH 44320

**Phone:** 234.206.0941

**Principal:** Becky Busey

**Account Manager:** Maureen Graham

**Site Director:** Matt Davis

## WESTLAKE

3600 Crocker Road, Westlake, OH 44145

**Phone:** 440.471.4150

**Principal:** Patrick O'Brien

**Account Manager:** Alexandria Simoneau

**Site Director:** Rosalia Kalvitz

## BRECKSVILLE

8611 Wiese Road, Brecksville, OH 44141

**Phone:** 440.630.1711

**Principal:** Ms. Alyssa Buzas

**Account Manager:** Alexandria Simoneau

**Site Director:** Caty Lewis

# PROGRAM OVERVIEW

Welcome to Julie Billiart's Aftercare Program! Our Aftercare Program is offered on days when school is in session. For specific days of operation, please check the school website and calendar.

The Aftercare Program provides on-site care for your child, beginning when school is dismissed and continues until 6:00 PM. Participating children learn valuable social and scholastic skills in a safe, fun, and supervised environment. We provide homework assistance and a nutritious afternoon snack.

# REGISTRATION

All children are automatically registered for the Aftercare Program as part of the school registration process. Students may attend regularly or on an as-needed basis. There is no need to make reservations in advance for Aftercare. If you are not available to pick up your child at the school dismissal time, your child will automatically be transferred to the Aftercare Program where he/she will be cared for until you arrive. You will be responsible for all Aftercare charges.

# PROGRAMMING

SAMPLE SCHEDULE:

3:00-4:00 PM Indoor/Outdoor Free Play

4:00-4:15 PM Snack

4:15-5:00 PM Study Hall or Quiet Activities

5:00-5:45 PM Free Time/Enrichment Activities

5:45-6:00 PM Clean-up/Dismissal

The schedule may vary based on the school that your child attends. Children will be able to choose from a variety of board/card games, drawing/ writing materials, books, manipulative (Legos), and other supplies.

# SNACKS

We provide a healthy afternoon snack and water. If your child has any food allergies, please inform the Aftercare Director at the school site. In this case, you will be responsible for providing a nutritious snack that suits the needs of your child.

# HOMEWORK

The Program stresses the importance of homework and sets time aside every day for the children to complete their assignments. Supplies such as pencils, erasers, glue sticks, lined paper, scissors are available for use. Aftercare Directors are available to supervise

the homework and to assist the children with their work. Because of the number of children who require assistance during homework time, Aftercare Directors are unable to check each child's homework for accuracy. Please let us know if you prefer to have your child complete his or her homework at home.

## HOURS OF OPERATION

Please refer to the school's calendar for specific dates of operation.

The Aftercare Program operates Monday through Friday as soon as school is dismissed until 6:00 PM. We use the RenWeb system for tracking student attendance and the time that your child has been in Aftercare. Aftercare fees are prorated based on the time that students are in our care.

## COMMUNICATION

Any questions regarding Aftercare charges and payments should be directed to the Account Manager assigned to your school. Any questions regarding policies, staffing, activities, or a child's participation in the Program may be directed to the Aftercare Director.

## SIGN-IN AND SIGN-OUT PROCEDURES

### SIGN-IN

After students are dismissed at the end of the school day, all Program participants will be signed in by the Aftercare staff. If a parent has not arrived to pick up his/her child at the end of the school day, the child will automatically be transferred to the Aftercare Program until the parent arrives. Any charges arising from time spent in Aftercare will be the responsibility of the parent.

### SIGN-OUT

Parents or authorized pick-ups are required to sign their child out daily. Children will only be released to authorized people who are listed on the child's registration forms. Authorized persons must bring a photo ID in order for a child to be released from the Program. A child will not be released to anyone who is not listed on the enrollment form unless the staff is notified by the parent or guardian that an additional person is picking up the child.

### UNCLAIMED CHILD

If a child has not been picked up by 6:00 PM and no parent, guardian, or authorized emergency contact can be reached, Aftercare staff will remain with the child while continuing to attempt contact. If no one has been reached by 6:30 PM, the school will act in the best interest of the child, including contacting local authorities and/or EMS as necessary to ensure the child's safety.

## HEALTH AND SAFETY

### ILLNESS AND INJURY

Small cuts and scrapes will be treated using standard first aid procedures. In cases of serious illness or injury, the Director will contact parents immediately. If the parent cannot be reached, the designated 'emergency contact' will be called. The school will contact EMTs at any time necessary for the safety of a child, which may involve transportation to an emergency medical facility.

### MEDICATION

Any student who is required to take prescription or non-prescription medications during Aftercare must comply with the following:

PRESCRIPTION:

1. Requires parent and physician signature.
2. Must be in the original container from the pharmacy (pills in the bottle must be the same dosage as indicated on the label).
3. Must be marked with the name of the medication, dosage, time it is to be administered during school hours.

NON-PRESCRIPTION:

1. Must have parent and PHYSICIAN signature on permission form filed in the school clinic.
2. Must be in the original container as purchased in the store.
3. Must indicate dosage and when the medication may be given on note from parent after the form is on file.

Authorized school personnel will administer the medication at the given time only if the above criteria are met.

## DISCIPLINE

The staff at Julie Billiart Schools are committed to providing a positive learning environment. Our behavior expectations are in place to ensure students feel safe, respected and successful every day. By building upon the positive behavior patterns begun and developed in the home, the school has developed behavior norms which promote personal responsibility and ensure an atmosphere conducive to Christian community and effective learning. The Code of Conduct in place for the regular school day also applies to the Aftercare Program. Please refer to the Julie Billiart Schools' Code of Conduct and disciplinary policies included in the Parent Handbook for additional information.

## FEE AND PAYMENT POLICIES

### FEES

Fees for Aftercare are as follows:

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| First child in a family | $10.00 per hour |
| Second child in a family | $8.00 per hour |

Fees for Aftercare will be posted to the students' FACTS Management System account on a monthly basis. Payment is due on the 20th of the following month (Example: August Aftercare charges will be billed beginning of September and due September 20th). If payment is not made by the end of the month in which it is due, your child will be unable to participate in the Aftercare Program beginning on the 1st of the following month until the account is current. You will be notified by the Business Office if your child is not eligible to attend. It will be the responsibility of the parent to notify the Aftercare Director that payment has been made with proof shown before the child will be able to return to the Program. The Aftercare Director will confirm your payment with the Business Office. Other school accounts (tuition, fees, etc.) must also be in good standing in order for your child to continue to attend the Program.

Payment may be made through the FACTS system or by sending a check to the following address:

Julie Billiart Schools
Business Office
6140 Parkland Blvd.
Suite 300
Mayfield Heights, OH  44124

## CHILD SUSPENSION

If a child arrives at Aftercare on a day when the family's account is delinquent, the child will still be cared for that day. However, the parent or guardian will be notified at pickup that this is the final day of Aftercare coverage until the account is brought current. If the account remains delinquent, the parent will be contacted by 3:00 PM the following school day to confirm that the child will not be admitted to Aftercare; instead, the child will be released from the Principal's office at regular school dismissal time. Normal Aftercare services will resume once the account is current and payment has been confirmed by the Business Office.

## AUTOPAY REQUIREMENT FOLLOWING A LATE PAYMENT

To help families avoid falling out of good standing and to ensure consistency access to the Aftercare Program, the following autopay policy applies: The first time a family's Aftercare account becomes delinquent (payment not received by the due date outlined above), the family will be required to place a valid credit card or bank account on file through the FACTS Management System and enroll in automatic payment (autopay) for all future Aftercare charges.

This requirement is a one-time enrollment. Once autopay is set up, the family's Aftercare balance will be automatically charged on the scheduled due date each month going forward, so long as a valid payment method remains on file.

A child may not return to the Aftercare Program following a delinquent account until autopay enrollment is complete and confirmed by the Business Office, in addition to any outstanding balance being brought current. The Aftercare Director will confirm both requirements with the Business Office before a child is cleared to resume attending the Program.

If a card or bank account on file becomes invalid, expires, or a payment is declined, the family will be notified and must update their payment information promptly. Failure to maintain a valid payment method on file will be treated the same as a delinquent account under the Child Suspension policy above, and the child will not be permitted to attend Aftercare until a valid method is restored and any balance is paid.

## LATE PICK-UP

Any pick-up after 6:00 PM will be considered a late pick-up. Repeated instances of late pick-up may lead to your child's removal from the Program.

## SIBLING DISCOUNT

There is a sibling discount of 20% for the second child in a family attending the Aftercare Program. The first child will be charged at a rate of $10.00 per hour. The second child will be charged $8.00 per hour.

# QUESTIONS OR CONCERNS

If you have any questions or concerns regarding this policy, please reach out to the designated contact person for your specific campus.