



Saint
Matthew
CATHOLIC SCHOOL

Raider Kids Club Handbook

2025-2026

Revised Fall 2025
Reviewed Annually

PURPOSE STATEMENT:

Raider Kids Club is an after-school program serving all registered students of St. Matthew Catholic School. Its purpose is to provide quality care for all the students in a safe, enriching environment filled with activities, fun, good friends, and professional, loving staff members.

OUR OBJECTIVE:

We provide a daily snack, homework assistance, recreation, creative play options, arts and crafts, and entertainment through a variety of age appropriate activities. By providing a loving, secure, and enjoyable environment, children can relax and enjoy their after-school experience. We also encourage academic success by providing a supervised homework room with appropriate materials for students to complete homework or school related projects.

CONTACT INFO:

You may reach our After School Program Director, Amanda Pence, at 217-359-0330 or email her at apence@stmatt.net.

HOURS AND FEES:

All fees will be billed to your Blackbaud account. All payments will be billed on the 16th of each month.

School Day	Time	1 Child	2 Children	3+ Children
Full-Day of School	3:00 - 5:30pm	\$15.00 per day	\$25.00 per day	\$30.00 per day
Half-Day of School	11:30 - 5:30pm	\$30.00 per day	\$50.00 per day	\$60.00 per day
Late Fee of \$2.00 per CHILD per MINUTE any time after 5:30pm. If consistently late, Mrs. Biggs and Mrs. Pence will reach out to you about other options.				

Raider Kids Club is not available on days school is not in session. However, some half-days of school, Raider Kids Club will be open from 11:30am - 5:30pm. These half-days will be communicated by the director of RKC.

ATTENDANCE:

Raider Kids Club can be used as needed for all registered families. We kindly ask that parents let **their teachers and the director know** when they will be using the after school program. RKC weekly sign ups go out every Monday via google forms and are due back by Wednesday at 5PM for the following week. If you need to make any changes to your google form, please email Amanda Runyan and your child's teacher with the changes.

If you registered for RKC and are not receiving the weekly google forms, please email apence@stmatt.net to get added to the weekly list.

When school is dismissed, a staff member will come pick up students who have signed up for RKC that day from their classrooms. Students who are not taking the bus or getting picked up during dismissal will come to the afterschool program and charges will apply.

REGISTRATION:

A parent or guardian must turn in a completed registration form with a fee of \$35, which will be billed directly through Smart Tuition. This form includes student and parent information and is in a google form. Please email apence@stmatt.net to get the form if you have not yet received it. The registration fee goes up to \$45 on August 12th and will remain at \$45 for the rest of the school year.

PROGRAM AND STAFF RESPONSIBILITIES:

Raider Kids Club has a director and other staff members. The director plans snacks, projects, activities, and other programs. The director also handles fees, payments, and other financial questions and concerns. The staff is made up of caring people who have a love and passion for children and are willing to supervise students, execute and lead activities, help with homework, and be a mentor and role model.

TYPICAL DAILY SCHEDULE:

3:00-3:10 -- Sign-in / classroom pick up

3:10-3:30 -- Snack time

3:30-3:50 Group Game/Homework

3:50-5:15 -- Recess (outside if weather permits) and homework

5:15-5:30 – Clean-up/pack up

5:30 -- After school program ends. All children must be picked up prior to this time. If they are not, late charges will apply.

PICK UP PROCEDURE:

Students will be released and signed out only by parents/guardians who are authorized to pick up. When arriving at the school, please follow these steps:

1. Pull up to the front of the school. You can stay in your car.
2. You can either message Amanda / her staff members via the Remind App or text message. The RKC phone number is 217-359-0330. This number can accept text and call but text is preferred.
3. Let her know your name and who you are picking up. (If you need the link to sign up for Remind, please email Amanda at apence@stmatt.net and she will send it to you.
4. A staff member or herself will send your child out to the car

SNACKS:

A snack will be provided each day, however we do have a limit to one cup of snack per child. If you would like your child to have an extra snack, please send them with their own from home. On early dismissal school days, students should bring lunch with them if they are coming to Raider Kids Club. On those days, an afternoon snack will also be provided. Staff members are cautious of allergies when choosing the daily snack. Snacks with nuts will be avoided.

DISCIPLINE:

The goal of Raider Kids Club is to foster students' respect for themselves and others by guiding them to be responsible for their own actions and help them grow in their respect for the rights and feelings of others. If an incident occurs, the following steps will take place:

1. The student will get a verbal warning
2. The student will receive a green discipline slip which he/she will fill out with Ms.Amanda or a staff member. Parents will be notified. Slip should be signed and returned to Mrs.Amanda.
3. If the student receives three green slips, he/she will get a meeting with his/her parents, Mrs.Amanda, and Mrs.Biggs.
4. If the student receives a fourth green slip, he/she will be removed from RKC for the remainder of the school year.

(These steps may be expedited depending on the degree of incident. If a child needs to be removed from RKC sooner than 4 green slips, that is up to the discretion of Mrs. Amanda and Mrs. Biggs)

TICKET REWARD SYSTEM:

Students will receive tickets from counselors for showing great leadership skills, behavior skills, and setting an example to others by being respectful, reverent, and responsible. The tickets will be kept by Ms.Amanda. Once a student gets a certain number of tickets, they will be able to do the following:

Tier 1st tier of prizes: This prize box has small things like water bottle stickers, balloons, and dum dum suckers. This box will be worth 5 tickets.

The 2nd tier prizes: This box will contain prizes such as bouncy balls, squishy toys, blow pops/tootsie pops, airheads, other small trinket toys. This box will be worth 10 tickets

The 3rd tier of prizes: This box has slightly bigger toys/things like pens, stress balls, playdough, bubbles, notebooks. This box and activity is worth 15 tickets.

RULES AND EXPECTATIONS:

Students are asked to follow 3 rules:

1. Be respectful.
2. Be kind.
3. Listen to all staff members.

The following expectations will be taught and implemented to all students:

1. Students should keep all belongings in their backpacks. This is to ensure that no personal items are lost, broken, or stolen.
2. Students should not have their phones out at RKC. If there is an emergency, they can ask Mrs.Amanda to contact their parents.
3. Students must stay safe and follow all rules that are expected of them during the school day while they are at the after-school program.
4. Electronics and toys from home should not be brought to RKC. If they are brought to RKC and students take them out, we are not responsible for them getting lost, stolen, or broken.

SAFETY:

Staff members have access to basic first aid supplies and ice packs. The St. Matthew School office will notify Raider Kids Club of any students that have epi-pens and where they are located. We will also have a master list of all students who have allergies and what those allergies are. This will be posted in the snack area for staff members to see when handing out snacks. If we have a question about an allergy we will reach out to the parent. If a student needs emergency care, a staff member will contact the student's parent/guardian or emergency contact, then they will call an ambulance if we feel that is necessary. Staff members are allowed their phones during emergency situations. Otherwise, they will be using walkie talkies to communicate with each other. This will allow them to keep track of all students and update each other on where students need to be.