

# After School Care Program



## St. Mary's School



*"We, the family of St. Mary's School, are committed to promoting Catholic values to God's children through faith, Christ-centered worship, service and academic excellence."*

### **STATEMENT OF PURPOSE**

St. Mary's School views children as a precious resource, given by God, and acknowledges its responsibility, along with parents, for their care and nurture. Therefore, St. Mary's School carries out its mission by establishing and maintaining a program of after school care to provide a safe, secure and caring setting for children. This program is for children whose parents need child care services after school due to job responsibilities. St. Mary's After Care Program is not a babysitting service or play date program. Parents are to be prompt in picking up their children.

### **DAILY SCHEDULE**

The After School Care Program operates on days when school is in session for the full day. There is no After Care on days when school is closed early because of weather or other emergencies. The After School program begins at the regular school dismissal time, 2:50 p.m. and care will be provided until 5:00 p.m. The general schedule includes playtime, snacks, and time for homework or quiet reading.

### **IMPORTANT PARENTAL RESPONSIBILITIES**

With the children's safety and well-being in mind, it is most important that the parent fills out an emergency card, and then adheres to the instructions given.

One of the most important regulations concerns the child leaving the premises of the After School Care Program.

1. Parents or guardians should not take children from the school yard or other areas without notifying the program staff. Staff can sign your child out if they are properly notified that you are taking your child(ren) from outside.
2. Each child participating in this program will have to be picked up at St. Mary's School. No child will be permitted to walk home when the program ends for the day. It is acceptable to have a teenage sibling pick up the child(ren).

### **PROGRAM PARTICIPATION FEES**

Program participation fees are the sole support of the St. Mary's School After School Care Program. It is not subsidized by the parish or school tuition.

### **FEES & LATE PICK-UP**

After Care statements will be e-mailed at the end of each month and should send your payment at that time.

**Parents will be charged a late fee of \$5.00 per incident if the child(ren) are not picked up by 5:00 p.m.**

### **COSTS**

You will be charged \$1.00 per child per 15 minutes from the time they are in After Care until they check out. There is no minimum charge for the first hour. If you are into the next 15 minutes your time will be rounded up or down accordingly. For instance, if you pick your child up at 3:45 your charge will be \$3.00; if you pick your child up at 4:07, your charge will be \$4.00. If you pick up your child at 4:08, you will be charged \$5.00. It will be rounded to the nearest 15 minutes. **All payments are to be sent to the school office. Checks are to be made out to: St. Mary's School (please mark After Care in the memo.)**

### **REGISTRATION**

For those families who use After Care on a regular basis, please fill out the registration form indicating which days your child(ren) will be at After Care. You may check the box stating they will attend on a regular basis and only need to fill out the form one time. If they won't be attending on a specific day, please send a note to the office. You can access your account on Sycamore and make payments at the end of each month. Families who only need to use the program sporadically should fill out a new form each time indicating when After Care is needed.

### **SPECIAL PROVISION AND PROCEDURES**

#### **ILLNESS OR ACCIDENT**

1. Cases, which appear to be of minor nature, will be taken care of on the premises. Medication will not be administered unless both a written statement from a physician detailing method, amount, and time schedule, and a written statement from parent authorizing the staff to assist a child in taking such medication are on file.
2. In cases, which appear serious, the primary caregiver will make an effort to carry out the instructions as given on the Emergency Card.
3. Parents who do not wish their child treated in any way should indicate on the Emergency Card, and should give instructions to be followed in the space "Special Instructions".
4. Parents will be expected to make provisions for taking sick children home. The After Care Program does not have facilities for transportation of children.
5. If the home does not supply adequate emergency instruction, or if the instructions given cannot be followed at the time of the emergency, the staff will act according to their best judgment for the welfare of the child.

#### **HOMEWORK**

1. A homework period will be scheduled each day. Those who have no homework are to settle down in their designated area to read, play a game quietly, or just relax until the homework time is over.
2. It is the child's responsibility to acknowledge his/her assignment and then to use the resources available. The staff has no way of knowing what work, if any, has been assigned.

## **EXPECTATIONS FOR CHILDREN'S BEHAVIOR**

The discipline procedures of the school will carry over into the After School Care Program. Each school family receives a copy of the school handbook containing this information.

Infractions will be handled by the staff member in conjunction with school administration. The first infraction will result in a warning and contacting the parents. The second may result in a suspension from the After Care Program and contacting the parents, and the third may be dismissal from the program. Serious infractions may lead to suspension or immediate dismissal from the After Care Program.

## **AFTER CARE RULES**

1. Walk when indoors
2. Use inside voices when inside
3. Clean up after yourself
4. Electronic devices are not to be used, this includes cell phones, unless permission is granted from principal or after care supervisor
5. Include others/kind words
6. Ask before leaving the cafeteria, gym, playground, etc.
7. Hands to yourself
8. Balls are not to be used in the cafeteria
9. No sitting or standing on tables
10. No standing on chairs
11. If you bring a treat you must have enough for everyone
12. Respect those in charge
13. Be courteous of After Care supplies
14. No climbing on anything except equipment made for climbing
15. Stay where people in charge can see you, you should not be near the road
16. After care supplies/snacks are for use in After Care only. You should not take anything home unless given permission from After Care Supervisor
17. Only After Care supervisors are allowed in the kitchen.
- 18.

## **Consequences of breaking the rules:**

1. You may be asked to sit at a table without any privileges.
2. You will not be allowed to stay for after care if you continually break the rules.

# St. Mary's After School Care Registration Form

Parent's Name \_\_\_\_\_ Cell # \_\_\_\_\_  
Work # \_\_\_\_\_

Children's Names: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

Week of: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ My child(ren) will attend After Care on a regular basis at the times indicated below.

	After School In/Out	Total Hours Hours	Total Dollars
MONDAY	_____	_____	_____
TUESDAY	_____	_____	_____
WEDNESDAY	_____	_____	_____
THURSDAY	_____	_____	_____
FRIDAY	_____	_____	_____

Total Charges for the week: \_\_\_\_\_

*Charge is \$1.00 per 15 minutes/per child/per day, with the time being rounded to the nearest 15 minute increment. If you have any questions, please contact the school office.*

