

# BEFORE & AFTER SCHOOL

2011 -2012

## General Information

The Before/After School program is located in the school annex (the former convent) at 117 Southmayd Rd, the phone # is 753-3704. Parents **must** escort their children in to the building and let a staff member know of your arrival. There is a security door inside the front door and **parents** will be given the security code. No child will be allowed to leave the building unless accompanied by an adult. When you are picking up please let one of the staff members know of your presence upon your arrival. If you pick your child up in the playground you must accompany your child into the building to get their things. Prior notification must be given if someone other than a parent is picking up. For security reasons a driver's license must be presented for identification. Please be patient with the After School staff as they get to know you. Remember their first priority is your child's safety.

**All Students will be signed in and out by a parent or guardian. The sheet will be at the desk in the Before and After School classroom.**

The primary goal of our After School Program is completion of written homework assignments. Parents need to check nightly that this was done. This is followed by a variety of activities, such as supervised play, group projects, arts and crafts, and outdoor play. If the weather permits the children will play outdoors (with supervision) in the schoolyard.

Children are encouraged to bring a snack each day to the After School Program. Those attending Before School may bring breakfast or juice if so desired. If your child does not have a snack we will provide one.

Please be sure that **everything** your child wears or brings is labeled with his/her name. There is a crate in the coatroom for lost and found items.

All students will be expected to conform to the guidelines established in the SS. Peter & Paul School Handbook. The following violations may be grounds for dismissal from the program:

1. Discipline problems
2. Frequent late pick-ups
3. Frequent late payments or returned checks

## Procedures

### 1. **Registration**

Emergency information must be on file for each student intending to use the Before/ After School Program. Please complete the attached information form and return it to the school office. There will be a \$10.00 registration fee per family. Please make checks payable to Saints Peter and Paul School. No child will be able to attend the program until the Emergency Form is completed.

### 1. **Change of Plans**

Full-time users will be expected to use the program each day that school is in session. Part-time users will be expected on those days indicated at registration. If a change of plans occurs and a student is to be released from our program for a day, a parent's written note should be sent to the school office, or verbal notification given the day before. If a part-time student needs to use the program for days they **have not** been registered for, a note must be sent in at least one-day prior and an okay must be given, depending on attendance for the day in question. You will be notified if your child **will not** be allowed to attend on that particular day.

Please let your child know if your plans for the day have changed, this will alleviate phone calls from the office.

2. If a student is participating in an activity after school and is not picked up on time they will be brought over to the After School Program. You will be charged for the day and will need to fill out an Emergency Form and pay the \$10.00 fee.

### 3. *The behavior policy for the Before/After School Program is as follows:*

*Children who are disrespectful or who misbehave will be issued a warning. It must be signed by a parent and returned the following day. If the behavior continues the parents will have to meet with the program supervisor and this meeting may result in your child's 1-day exclusion from the program. Continuous misbehavior will result in total exclusion. Our main concern is safety and order for all the children. **All school behavior policies will be followed in the program.***

**Fees and Payments**  
**Before and After School Program Fee**  
**Registration Fee: \$10.00 Per Family**

**Full & Part-Time**

**Daily Fee**

AM	\$ 6.00	1st Child
	\$ 3.00	Siblings (each)
PM	\$12.00	1st Child
	\$ 8.00	Siblings (each)

**Late Opening Days:** (Weather delays) The 7:00 AM opening will continue, but double your fee for the day (e.g., \$12.00 1st child, \$8.00 sibling.)

**Method of Payment**

Bills will be processed on Monday for services incurred the previous week and are due by Friday. Please make sure that if you send the payment to school, it is in an envelope marked Before and After School. Payments may be given to the teacher, the school secretary, or to one of the Before/After School staff. All checks are made payable to "SS Peter & Paul School". **PAYMENTS MUST BE MADE EVERY WEEK AND BALANCES SHOULD NOT BE CARRIED OVER TO THE NEXT WEEK.** If a bill is not paid by Friday, there will be a \$1.00 per day late fee applied, unless contact with the director has identified a specific problem and other payment arrangements have been approved by the director for that week.

**Please note:** a \$10.00 fee will be applied for all checks returned to us by the banks.

**Charges for Overtime**

If you are late in picking up your child from the After School Program, a fee will be applied in the amount of \$1.00 per minute late after 5:35 P.M. Some of our After School staff have other jobs to report to and must leave on time. Frequent late pick-ups will result in dismissal from the program.

**Please note the following policies:**

At dismissal children report to the first floor, extra Kindergarten Room, and wait for all classes to be dismissed. Once they are in that room, they become the responsibility of the after school staff and we assume the liability for them. Therefore, we will charge you for that day. Also, for the safety of the children – if you arrive to pick-up your child and the group is walking over to the school annex – please go into the building to pick-up the child. We will not release children in the parking lot.

**Communication**

Please direct questions, concerns, and suggestions to Eileen Trainor. You may call the school at 755-0881 or send in a written message. All concerns will be addressed.

**Schedule**

The Before/After School Program will begin on August 29th and run through the end of the last full week in June. (The program end is subject to change.) The After School Program will not be in session on **Wednesday, November 23<sup>rd</sup>, Friday, December 23<sup>rd</sup>, & Thursday, April 5<sup>th</sup>, 2012.**

**On all other early dismissal days we will be in session, including 1st Fridays.**

In case of emergency closing, such as for inclement weather, the After School Program **WILL NOT** be in session.

Parents of the Before School Program will be expected to make other arrangements in those rare instances when they arrive for the program and school is cancelled after their arrival.

**On late opening days** we will continue to open at 7:00 A.M. for students enrolled in the Before School Program. The fee for the AM is doubled. The hours of the Before School Program are 7:00 A.M. – 8:30 A.M. Hours of the After School Program are from 3:05 P.M. – 5:30 P.M.

**PLEASE NOTE:** The program meets only on **regularly scheduled** school days.