

St. Mary Catholic School

After Care Program

RULES and REGULATIONS

301-733-1184 ext. 131(after 3:30pm)

ALL FAMILIES MUST COMPLETE THIS FORM IN THEIR SCHOOL ADMIN PARENT PORTAL IN CASE OF EMERGENCY!!!

PLEASE NOTE: Picking up students on time at dismissal is very important. If a child HAS NOT BEEN PICKED UP BY 3:10-3:15 P.M. he/she WILL BE SENT to the AFTER CARE PROGRAM and PARENT WILL BE CHARGED normal fees.

The After Care Program will operate every FULL day of the school year from 3:00 P.M. until 5:30 P.M. unless otherwise announced. The program **will not** operate on early dismissal days, inclement weather days, or when school is not in session as outlined in the Saint Mary Catholic School calendar.

<u>Time Schedule</u>	3:00-3:15 P.M.	Sign In
	3:15-3:30 P.M.	Quiet social time
	3:30-4:00 P.M.	Outside Play (weather permitting)
	4:00-4:15 P.M.	Snack time
	4:15-5:00 P.M.	Homework (have book to read if no homework)
	5:00-5:30 P.M.	Activity Time (movies, games, crafts, video-games)

Rules of the Program

2. Once a child enters the program, he/she must remain in the program until signed out by the parent or official parent-assigned person.
3. Respect and common courtesy will be shown to both adults and peers while in the program. No name calling, pushing, roughhousing, gossiping, bullying, or loud voices.
4. Students must listen to and follow all directions given by the After-Care staff.
5. During quiet time periods, children will do work independently. The staff will observe and give assistance as needed, but they will not take responsibility for correctness of work. It is the parent's responsibility to review the work in the evening for completeness and accurateness.
6. All students must have something to do during Homework time each day.
7. Children will remain in complete school uniform. Please have all clothing, book bags, and other personal property clearly marked with your child's name.
8. No electronics/cell use allowed, which includes anything w/ an on/off switch. The school phone may be utilized to call parents.

The same rules that apply in school, apply in after-care. Consequence for breaking rules is first a warning, then time-out with parent or authorized adult informed at pick-up time. If parent does not pick-up, then a written note or phone call will follow-up the reason for any disciplinary action. The principal and homeroom teacher will be

made aware of any disciplinary action enforced in after-care. In school consequences may result for any disciplinary action and is at the discretion of the principal.

A snack and/or a drink may be purchased each day. Snack .75 each and drink .60 cents. The money for this can be sent in daily or on an account. **NO I.O.U.s ALLOWED.**

Fees: \$7.50 per hour for the first child and \$6.50 per hour per sibling. There will be a late charge of \$1 PER MINUTE for every minute past the normal pick up time of 5:30.

If there is an EMERGENCY, which will delay your arrival for pick up, before 3:10 P.M. please notify the school. If an EMERGENCY occurs after 3:30 P.M. to delay your arrival, call 301-733-1184 extension 131. If you call extension 131 between 3:30-4:00 P.M., the group may be outside weather permitting. There is no voicemail on this phone. **Two unexcused late occurrences after 5:30pm will be permitted with late fees charged. When a total of three late arrivals occur, your child(ren) will be suspended from the program until a meeting is held with the principal.**

Email billing will be sent as close to 31st of each month as possible. **Payment is due within 10 days of receiving your statement.** We must have your email address on sign-up form. Non-payment of bills will result in having the Student Progress Report withheld. 8th grade students payment **MUST** be paid prior to graduation. Outstanding bills over 1 month's time will incur \$5.00 charge per month overdue. **If an account becomes 3 months overdue then your child(ren) will be suspended from the program until a meeting is held with the principal.** Any checks that are returned by the bank for insufficient funds will have an added bank fee of (\$25- subject to change), in addition to the After- Care Program charges. Please send payments in marked envelope, indicate name when cash is included.

In the event there is an activity or program after school, other than After Care, the following rules will apply:

- 1) **A child who is attending a planned after school program, other than After Care, MUST remain with that teacher and group.**
- 2) **Children ARE NOT PERMITTED to bounce back and forth between after-care and other groups.**
- 3) **Fees will be incurred if After Care personnel supervise the child.**

All students who use the After Care Program MUST have EMERGENCY/MEDICAL INFORMATION on file with the After Care Program included on the back page!

EPI-PENS/INHALERS- Any student requiring an Epi-pen or inhaler in school must have one on file or sent to after-school care at all times when utilizing the program!!!

We MUST have phone numbers, including cell phone numbers, where you or an authorized alternate can be reached.

******Please notify us of any phone number/authorized pick-up person/ medical changes. ******

We hope you have read this information carefully and ask that you keep it handy for quick reference throughout the school year.

Thank you,

Paula Radley, BSN
Director of After Care Program