

ALL FAMILIES MUST REGISTER FOR AFTER CARE IN CASE OF EMERGENCY!

Hours of Operation:

PLEASE NOTE: Picking up students **on time** at dismissal is very important. If a child **HAS NOT BEEN PICKED UP BY 3:05 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.

Fees and Billing:

Fees: \$8.00 per hour for the first child and \$7.00 per hour per sibling. Fees are calculated to the minute for the 2023-2024 school year. There will be a late charge of \$1 PER MINUTE for every minute past the normal pick up time of 5:30.

After Care charges are invoiced monthly through your FACTS account. A FACTS late fee of \$25 will be invoiced if fees are not paid by the FACTS due date. Non-payment of bills will result in having the Student Progress Report withheld. 8th grade students' payment **MUST** be paid prior to graduation. If an account becomes three months overdue, then your child(ren) will be suspended from the program until a meeting is held with the principal.

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

Information Given to After Care Staff:

Your completed Emergency Contact Form from your enrollment checklist will be kept on file with After Care staff. All students who use the After Care Program must have completed an Emergency Contact Form and have notified staff of medical concerns.

If your child requires emergency medication to be available at After Care, you will need to provide a physician's medication order form and a supply of the medication with a current prescription label to be kept in After Care. Medications that are kept in the School Health Office are only available during the hours of 8am-3pm. These medications will NOT be available to students at After Care. Please contact Nurse Wentz to discuss.

The After Care Program:

After Care Phone: 301-733-1184 ext. 2005 (after 3:30 PM)

Daily Schedule

- 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

1. IF YOUR CHILD REQUIRES AN INHALER, EPI-PEN OR ANY EMERGENCY MEDICINE DURING THE SCHOOL DAY, WE ARE REQUIRED TO HAVE IT IN AFTER-CARE AS WELL!! PLEASE CONTACT NURSE WENTZ AT 301-733-1184, x 2121.
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 accuracy.
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.

If an EMERGENCY occurs after 3:30 P.M. to delay your arrival, call 301-733-1184 extension 2005. If you call extension 2005 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 5:30 PM 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.

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

- A child who is attending a planned after school program, other than After Care, **MUST remain with that teacher and group.**
- Children **ARE NOT PERMITTED** to bounce back and forth between after care and other groups. Only students that attend SMCS may utilize after-care

We hope you have read this information carefully and ask that you keep it handy for quick reference throughout the school year. Please print this form, or visit the school office to pick up a paper copy.