

St. Mary School
Before & After School Care Program



OPENING DAY: First day of school

ACTIVITIES: Structured Playtime
Afternoon Snack – (provided by St. Mary School)
Homework
Games, Puzzles, Movies

TIMES: 6:30 AM – 7:40 AM
2:20 PM – 5:30 PM

The Before & After Program Enrollment is made available for the safety and welfare of the children.

The program is also available in Emergency Situations to any student not already enrolled in the program by notifying the school by note or a telephone call, stating the reason and name of the person picking up your child/children from the program. Anyone picking a student up from school must use the sign-out book provided.

I. RULES AND REGULATIONS

A. Information Regarding Dismissal and Change in Your Child's/Children's Routine

All teachers are notified who is enrolled in our Before & After Care Program. It is extremely important, and the parents responsibility to notify their teacher throughout the year of any changes concerning their dismissal and attendance with the Before & After Care Program, especially the younger children.

Any student enrolled on a regular full-time or part-time basis who will not be attending their normal PM session must have a written note to present to their teacher in the morning.

The note should clearly state the date and reason of absence from Before & After Care Program such as:

1. Going home by car or bus.
2. When attending an extracurricular activity, such as cheerleading, Student Council, play practice, etc.
3. Also, indicate, if your child/children will be picked up from the activity they are attending or will be returning to the Before & After Care Program.

All notes will be sent to the Main Office of any changes in your child's/children's routine.

STUDENTS ENROLLED IN CHILDCARE, WHO LEAVE THE PROGRAM TO ATTEND AN ACTIVITY OFF THE SCHOOL PREMISES, WILL NOT BE PERMITTED TO RETURN THAT DAY. On an occasion where this might occur, please be sure to make arrangements to have your child/children picked up from the activity they are attending.

B. Signing Out

A Before & After Care Program sign-out book will be provided in order to record the time, student's name and your signature. Even if the students are outside when you arrive to pick them up, you must enter the building to sign the student out before leaving the school.

Students will only be dismissed to the designated persons on your Child Release form, so please notify the school office of any changes or have a written note stating who will be picking up your child/children that day from the program.

C. Discipline

Good behavior and respect for one another is a must at St. Mary School. Any misconduct will be handled as follows:

1. A verbal warning concerning the misconduct.
2. Parent will be notified if conduct does not improve.
3. The principal will be notified; misbehavior form issued and detailed assignments given.
4. A conference with the Principal, supervisor, parent and child.

D. Inclement Weather

In case of an emergency closing because of hazardous weather, the program will remain open for one hour after the time of dismissal, however, FOR THE SAFETY OF ALL CONCERNED, WE REQUEST THAT THE CHILDREN BE PICKED UP AS SOON AS POSSIBLE.

E. Courtesy

Please at any time, DO NOT DOUBLE PARK, blocking the driveway.

F. Safety

For the safety and welfare of all our children, NO ONE, AT ANY TIME, during drop off or pick up, is to leave other children in the car or leave their vehicle running.

G. Tardiness

The Before & After Care Program ends at 5:30pm SHARP!

Please be advised that anyone arriving after this time will be CHARGED AN ADDITIONAL \$10.00 FOR EVERY 15 MINUTES STARTING AT 5:30PM.

AVOIDANCE OF THIS FEE WILL BE SINCERELY APPRECIATED.

H. Concerning PM Session

There is NO PM Before & After Care Program before Thanksgiving, Christmas, and Easter vacation and the last day of school. Also keep in mind these days are an early dismissal.

II. PROGRAM FEES

All families are required to pay a \$25.00 registration fee.

A. Payments

1. All payments should be made by check to St. Mary School.
2. Be sure all payments are placed in an envelope labeled with your name and Before & After Care Program.
3. Before & After Care payment is due no later than one week after distribution of statement.

St. Mary School Before & After Care Program

School Year: _____

Registration Form

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Please check all that apply:

_____ Full-time (Monday-Friday) AM SESSION ONLY	6:30 – 7:40 AM
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_____ One Child		6:30 – 7:40 AM
_____ Two Children	AM & PM SESSIONS	&
_____ Three Children		2:20 – 5:30 PM

_____ One Child		
_____ Two Children	PM SESSION ONLY	2:20 – 5:30 PM
_____ Three Children		

Parent Name: _____

Contact Number# _____

Please return completed form to the Main Office.