

# St. Mary's Catholic School

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## After School Care Program

### Handbook

2023-2024



**Accredited by**

Diocese of Alexandria

AdvancEd/Southern Association of Colleges and Schools

Louisiana State Department of Education

# WELCOME

Dear Parents and Students,

Welcome to St. Mary's Catholic School After School Care Program. In choosing St. Mary's School for your son or daughter, you have demonstrated a commitment to the values and philosophy of a Catholic education. This same commitment is anticipated as you enter into a partnership with St. Mary's After School Care Program.

The *After School Care Handbook* reflects the policies and procedures for the 2023-2024 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Mary's School After School Care Program during the 2023-2024 school year. Failure to uphold this agreement may result in your child's termination from the program and/or the school.

The faculty and staff of the After School Care Program look forward to working with you to promote a positive experience for you and your child.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

***"Let the little children come to me because the kingdom of heaven belongs to people like these."***

***~Matthew 19:14***

## **Mission Statement**

Founded on Catholic values and committed to excellence, St. Mary's Catholic School is dedicated to forming the whole child to know, love and live the faith.

## **Welcome and Introduction**

We want your child to be in a comfortable and safe setting. Your child's well being is our highest priority. Your cooperation with the policies and procedures that have been developed to make this program a worthwhile experience for your child is greatly appreciated and encouraged.

## **Eligibility and Hours of Operation**

The After School Care Program (ASCP) is limited to students of St. Mary's Catholic School grades P3-8. The ASCP will operate every day that school is in full session from 3:05 PM to 5:20 PM. The ASCP will NOT be in session on emergency closing days and early dismissal days. Tardiness at the 5:20 PM pickup time will be penalized. It is the policy of St. Mary's that once a child leaves school property, that child is no longer a responsibility of St. Mary's Catholic School. Therefore, once a child leaves school property after 3:00 PM, that child cannot use the ASCP on that given day.

## Financial Obligations

### 2023-2024 Fee Schedule

Registration _____	\$25.00 per family
Please complete the information sheet at the end of the handbook.	
One child _____	\$5.00 per hour
Two children _____	\$8.00 per hour
Three or more children _____	\$10.00 per hour

### Payments

- Payment is due by the end of each month that you receive your bill. If you do not receive a monthly bill, please contact the school.
- Fees are based on an hourly charge. Students picked up by 4:15 PM are charged for 1 hour. Students picked up after this time are charged for two hours.
- Pickups after 5:20 PM will be charged \$5.00, per CHILD.
- Payments may be made online or by check to St.Mary's Catholic School.
- Chronic lack of payment will result in termination from the program
- The school reserves the right to hold report cards and other academic records for students with an outstanding balance for the After School Care Program.
- There is a \$30 return check fee for any check made payable to St. Mary's that does not clear the bank.

### Unregistered Spontaneous Attendees

A fee of \$5.00 per hour will be charged for any child who is an "unregistered spontaneous" attendee of the After School Care Program. This includes a student who is left at school for more than 15 minutes after dismissal.

If a student has attended in an "unregistered spontaneous" status more than three times in one school year, the registration fee of \$25.00 per child will automatically be charged to the family.

### After 5:20 PM Penalty

Students who are not picked up by 5:20 PM will incur an additional charge of \$5.00 per CHILD. If you are late more than 3 times per quarter, your child will no longer be able to attend the ASCP.

We understand that unforeseen things happen, so please contact the ASCP coordinator, Emelda Odom (318-332-0987), if you will be late.

### Behavior

The rules and regulations of the ASCP will follow the policies and procedures of St Mary's Catholic School that are set forth in the school's parent/student handbooks. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. The coordinator will set the everyday rules

that are needed to ensure the safety and success of the program. If any serious problems arise, the coordinator will notify parents. Continued inappropriate behavior will result in termination from the program.

### **Daily Schedule**

The coordinator will be responsible for determining the daily schedule. The schedule will include homework time, snack time, and play time. Outside activities will be encouraged throughout the year. Make sure your child is appropriately prepared.

### **Snack**

A snack will be provided daily. Please notify the coordinator if your child has any food allergies. This information should be provided on the ASC registration form. If your child is a picky eater, please send a snack with your child for After School Care. NO peanuts or peanut products are allowed at the ASCP.

### **Office Records**

Since the After School Care Program utilizes the school database, parents/guardians are requested to notify the school office in writing of any change of address, custody, home telephone numbers, cell phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **Illness, Injury, and Medications**

All health regulations set forth in the St. Mary's Handbook are in force for the ASCP. Those guidelines along with the judgment of the coordinator will be followed. For children that become ill while at the ASCP, parents will be contacted. Children who need afternoon medication will need to see the school nurse before attending ASCP.

### **Sign Out Procedure**

Attendance will be taken daily to account for the child's presence at the ASCP. The responsible adult who is picking up the child must sign a daily sign out sheet and also indicate time of pick up. This allows for proper documentation for fees and charges. A child will not be released to an individual whose name is not on the release form. For further protection for your child, please provide a recent photo of any person who is **explicitly not allowed** to pick up your child from the ASCP. Parents / legal guardians must provide written/verbal permission for their child to be picked up by a person not on the registration form. People picking up your child must be 18 years or older.

### **Pick Up Location**

We are in room 134 this year. This is in the last building past the chapel (Alliance building). There are signs directing you to the location. Come to the door and knock. The doors will always be locked. Please be patient....the coordinator or assistant will answer the door ASAP. You must come in to sign your child out.

**Uniforms**

Students in the After Care School Program are to wear their school uniform at all times. Students are not allowed to change into play clothes. **There ARE exceptions if students need to change for a school related practice.**

**Weather Emergencies**

If a weather emergency results in the school being closed, ACSP will be closed as well. An announcement will be made.

**Right to Amend**

St Mary's School reserves the right to amend this Handbook. Notice of amendments will be sent to parents.

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**St. Mary's Catholic School After School Care Program**

**Parent Signature Page**

I have read the 2023 - 2024 St. Mary's Catholic School After School Care Program (ACSP) Handbook and agree to follow the policies and procedures as stated.

**FAMILY NAME** \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Signed form due to the After School Care Program coordinator or the school office before a student may attend the program.**