



# Before and After School Care Program

**2015-2016**

## Staff Guidelines

**Saint Margaret Mary Catholic School  
119 South Hubbard Street  
Algonquin, Illinois 60102**

**[www.saintmargaretmary.org](http://www.saintmargaretmary.org)**

**Main School  
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# Saint Margaret Mary Catholic School

## Before and After School Care Program – Staff Guidelines

The Saint Margaret Mary Catholic School Before and After Care School Program is subject to the same guidelines and policies as stated in the school's main Parent/Student Handbook. Additionally, this program has its own department specific guidelines to follow as stated in the Before and After Care Parent Handbook which is given to all Care Providers and Families upon registration to the program.

### MISSION STATEMENT

We are committed to Catholic education, developing faith life, building community and Christian service. We endeavor to create a school environment that fosters respect for each person, develops a healthy self-concept, and is conducive to learning.

### PHILOSOPHY

The Before and After School Program exists to provide an environment where each child is supervised by responsible adults during the designated care hours. The program is a caring, safe and supportive program that exists for the personal growth and well being of each child. The program is well rounded to provide children with social, emotional, and recreational activities that are self directed, group directed and staff directed.

### GOAL

To provide a safe, welcoming and fun environment that;

- gives support to education through a structured environment that allows for homework and study time,
- helps each child reach their fullest potential in social growth, physical well being and mental development,
- helps to role model positive attitudes, Christ-like actions and to teach leadership,
- provides fun and memorable experiences every day.

### REGISTRATION

The Program admits children from Kindergarten through 8th grade. To enroll, the Registration form should be completed to include; days needed, emergency contact information and agreement signature from a Parent / Guardian as well as a completed Medication Authorization form if needed. The completed forms should be submitted to the Director of the program or the School Office, along with the appropriate registration payment.

**Enrollment is not complete without any part of this process completed.** If families wish to enter the program after the first full week of school, forms and payment should be submitted at a minimum of three working days prior to the child's starting date if there is an opening for the child.

### FEES

There is a non-refundable registration fee per child, per school year that is due at the time of enrollment. Service fee information is provided in the Registration packet. The fee will be the same each month as it is calculated on the number of school days then divided into monthly payments. Fees must be paid in full on the **first** of each month. A monthly invoice will be sent to the family on the 15th of each month. A **late fee of \$25** will be applied to their next invoice if the payment is late, unless arrangements are made with the principal *prior* to the due date. Payment through automatic withdrawal or credit card is offered or payment may be made by check or cash. Please make checks payable to "Saint Margaret Mary School" and mark the check with BEFORE/AFTER CARE in the memo section of the check to ensure proper application to the family's account.

### ADMINISTRATION

There is a **Program Coordinator**, Mrs. Amy Johnson, who oversees the entire operation of care, a **Care Director**, who is responsible for the actual running of the program along with **Care Providers** in the morning and afternoon programs, and a staff person in the School Office who handles invoicing and assist in keeping the information current. There will be sufficient care providers in the program to facilitate a care provider to child ratio of at least one to twelve.

### PROGRAM HOURS

Before School Care: 7:00 am - 8:30 am

After School Care: 3:00 pm - 6:00 pm \*

\*We ask parents and / or the person picking up the child that if they are going to be late, please contact a member of the Care Program. When children are not picked up by 6:00 pm, there will be a charge of \$10.00 for each occurrence. It is the Program Director's responsibility to inform the Program Coordinator when this occurs. If this occurs a total of three times in a month, the child may be removed from the program. The official time is taken from the school clock. **SPECIAL NOTE:** There is no Before and After School Care hours available on school closure days and early release days.

## **STAFF HOURS / COVERAGE**

Staff should arrive before the School Care hours begin in order to prepare the room as needed. It is required that the staff is on time every day. Staff should strive to have excellent attendance. However, as things may arise such as illness, etc. it is important to report your absence to the appropriate personnel. Since it is imperative to have the proper care provider to child ratio, we must obtain coverage for any absence of a care provider. If you are calling off work unexpectedly, please contact both the Program Director and the Program Coordinator. The sooner they are aware, the sooner coverage may be obtained. If you are in need of a pre-planned day off please contact the same personnel as well as reaching out directly to another care provider to ask for coverage.

## **TIME SHEETS**

All staff members should manually keep track of their hours worked. The school office provides a monthly time sheet at the beginning of the pay period. The due date is noted on the time sheet. The completed time sheet should be submitted on time to the school office for approvals and processing.

## **PROGRAM DATES**

The Before and After School Care Program is held at school every day that school is in session from August to June. The exceptions are as follows;

- On all early release days we only offer Before School Care,
- If school is cancelled there is no Before or After School Care,
- If school is dismissed early due to an emergency or weather situation there is no After School Care,

## **CHANGES IN SERVICE**

Parents are informed that for any increase or decrease in schedule should be requested at least one week in advance *in writing* and must be approved by the **Program Coordinator**. Changes made after the first day of the month will not be reflected in the family's fees until the next month's billing cycle.

## **WITHDRAWALS**

In the event of withdrawal other than for emergency situations, parents must submit a withdrawal letter to the Program Coordinator, Care Director or office staff within two weeks prior to withdrawing. Refunds will not be provided for changes initiated after the first day of the month. If the school is not informed, the parent is still responsible for the payment. After a voluntary withdrawal by the parent, the ability to enroll again will be based upon availability.

## **UPDATING INFORMATION**

We ask that parents are sure we are able to reach them especially if an emergency should arise. The updating of all information, such as change of telephones including; cell, work, home, address, family situations, custody agreements, and any additions or removals of individuals from the release/pick up is the **responsibility of the parent**. In divorce or separation cases, it is the responsibility of the enrolling parent to update the school and complete new paperwork. Custodial agreements must be on file with the school. All changes must be made in writing and in triplicate. The three copies are for the; 1-School Office, 2-Program Coordinator and 3-the child's Teacher.

## **CLOTHING**

Children are welcome to bring a change of clothing to the After School Care Program. They will be given an opportunity to change out of their uniforms once attendance is taken. We ask that parents be sure to label uniforms and extra clothing with the child's name. Small children often do not recognize their own clothing and the uniforms look alike! We remind parents that children should wear comfortable "play" clothing that is easy to put on and take off. Rubber soled encased shoes are also another useful item. When the children go outdoors especially in the winter, it is necessary to have appropriate jackets, hats, mittens, and boots. During the fall and spring months, we ask that parents provide sunscreen and insect repellent, if necessary for their child.

## **NUTRITION**

Before School Care: Children are encouraged to eat a well balanced breakfast prior to arrival, or bring a nutritious breakfast (that does not require cooking) to the program. *Breakfast is not provided by the school.*

After School Care: The school will provide a nutritious snack & beverage shortly after attendance is taken.

Children may also bring their own snack to eat while inside of the cafeteria. Snack time is an opportunity for the children and staff to sit and relax together, share experiences of the day and to plan future activities. It is the responsibility of the Program Director to purchase food, drinks, and paper goods, etc. Receipts and an itemized list is to be submitted to the school office for reimbursement. All snacks are set up in the room prior to children arriving. All staff members handling food and drinks should wash their hands before and after handling such items. \*We ask that parents PLEASE ALERT PERSONNEL OF ANY ALLERGIES\*

## **HEALTH**

We ask that parents please take time in the morning to check their child for the following symptoms; fever, diarrhea, rashes, vomiting, and any other signs of communicable diseases. If any of these symptoms are present, we ask parents to please NOT send their child to the Program. If a child develops any of the above mentioned symptoms while at the Program, parents will be notified and requested to pick up the child. The care provider may refer to the three ring binder book (located in the care program cabinets) to obtain the contact information. It is imperative that the staff follows the guidelines learned during their required Blood Borne Pathogen training. Each staff member will be notified as to where to find first aid kits, ice packs, gloves, medication, proper cleaning materials, proper disposal materials and the like. All staff members should wash their hands after any possible contamination. A notice shall be posted if any child comes down with a communicable disease. Any child who is attending the Program will be considered well enough to participate in all indoor and outdoor activities. A written doctor excuse will be needed if any exception is to be made.

## **MEDICATION**

Medication will only be given when a Parent/Guardian signed "Medication Authorization Form" is on file with the School Office as well as in the Before and After Care lock box. Parents may obtain a blank form online or from the School Office. All medication must be in the original container and must be labeled with the child's name, doctor's name, name of drug, dosage required, and the time that it is to be administered. Children may not carry any medication for self administration except as required by a doctor's order. Because the school office may be closed during before and after school care hours, parents have been notified that they are to provide duplicate medications for their child. All medications are kept in a secured lock box in the care program cabinets. Only authorized personnel will have a key.

## **EMERGENCY PROCEDURES**

In the case of an emergency such as Fire, Tornado, Code Orange-Injury, etc. the children will follow the same emergency procedures as outlined in the Saint Margaret Mary Catholic School parent/student Handbook. Evacuation information is posted throughout the school and information will also be given to each staff member. During any type of evacuation, the staff members are to assist the children as needed and use the daily attendance sheet to account for everyone.

## **ARRIVAL AND DEPARTURE**

There are NO exceptions to the sign in/out procedures as listed below;

- All children must be signed in to the Before School Care Program and signed out from the After School Care Program by their parent or authorized adult,
- Children may not sign themselves in or out of the program,
- Children may not be signed in or out of the program by individuals that are not on the authorized pick up form,
- Anyone picking up a child who is unfamiliar to a staff member will be asked to show proper identification before the child may be released. Additionally, the person picking up the child must be someone listed on the original registration form. Exceptions would only take place with written & verbal consent from the parent.
- Before Care Attendance: Staff members will use a dated blank attendance sheet daily for parents to sign in their child upon arrival. Any staff members that bring their children to the Care Program must also be on this list. In the event of an evacuation, a staff member will take the list with them in order to account for everyone.
- After Care Attendance: Staff members will use a pre-printed daily attendance sheet. The list is created by the Program Director. The information is taken from the Monthly Care Program Report which shows the daily schedule of who is attending the program. On a daily basis, the Program Director will check the care program mail box for any notes. Notes typically will be about children having a change in schedule for that day. The attendance sheet will then be updated as necessary. Then, the Director will go to the classrooms grade K-2 to pick up children scheduled to attend the program. Meanwhile, the other care provider(s) are already stationed in the cafeteria awaiting their arrival. Grades 3 and up are released by their teachers at the appropriate dismissal time and joins the group in the cafeteria. The Program Director places a check mark by the child's name on the attendance sheet and also does a headcount.
- Attendance must be taken effectively and timely, before the buses leave! We cannot let anyone be dismissed from school the wrong way!
- The attendance sheet must be with a staff member at all times including going outside or gym.
- Note: If the before / after care doorbell is not working, a sign must be posted on the door to inform the parents to please knock! The door should not be left open.

## **BEHAVIORAL EXPECTATIONS**

Staff and students are expected to interact in a manner congruent with the philosophy of Saint Margaret Mary Catholic School. It is expected that students develop self esteem, creativity, and have fun. Because of the indoor setting and types of activities offered, children are expected to behave in a manner that does not;

- Decrease the enjoyment and learning of the other children,
- Cause harm to themselves, other children, or staff.
- ***All students will be expected to conduct themselves the same as in the school day setting, in a manner that demonstrates respect for others and the learning environment. All policies outlined in the Parent/Student Handbook apply to the Before and After School Care Program.***
- Staff members are to coach the children about proper behavior. At times, children may display inappropriate behavior. It is important that the behavior is recognized and addressed as soon as possible. There may be times that it is necessary to escalate the issue to the School Principal and to the parent. As these event occur, the staff member should also fill out a Behavior form. Forms are located in the care program cabinet. It is imperative that the care provider shows strong leadership in order to have full control of the room as this will ensure a fun and safe environment for all.

## **REMOVAL OF THE PROGRAM**

The Program Coordinator and/or Care Director reserve the right to remove a child from the Program in situations where parents do not adhere to the Before and After School Care Program policies. These include but are not limited to;

- Behavioral issues,
- Delinquent payment of fees,
- Picking up the child late,
- Failure to provide or update emergency contact information.

A family may be given two weeks notice in order to allow them time to find alternate care in some situations. If the cause for termination is serious, immediate termination may result.

## **GENERAL OUTLINE OF INDOOR AND OUTDOOR ACTIVITY / TYPICAL DAY**

**Before Care:** A typical morning for before care consists of; room preparation, including lights on in gym greeting parents and children, quiet play time, coloring and some children eat breakfast. Typically around \*8am is when the children are escorted to the gym. (\*time may vary depending on possible sharing of the cafeteria for days like "math mornings" etc.) The attendance sheet will accompany a staff member. There the children may place their backpacks in their designated grade area and play for a while before the main school doors open. Children may not leave the designated areas unless permitted by a staff member. One staff member must watch the gym exit doors for more children to arrive to the program. Children are to maintain good behavior. Parents should notify staff if their child is not permitted to play due to examples such as broken arm, etc. All sports equipment must be returned to the storage area before the main school doors open for the day.

**After Care:** A typical afternoon for after care consists of; staff members \*check mail, room preparation, pick up children from classrooms, take attendance, prayer and snack, bathroom breaks, homework (go to library when possible) then inside games / craft time, then either outside to play or gym when available. \*At times children may have a change in schedule which has been communicate to us by the parent. It is important to keep proper notes of any changes. Changes may include reasons such as attending sports, choir, scouts, etc. Good communication is key! The care staff must keep in good communication with others such as the school office, teachers, parents, coaches, choir and scout leaders. Children are to remain in the cafeteria area when the doorbell rings, not in the kitchen area. Only staff members are permitted to check the door when the doorbell rings. Staff members must use the peep hole to see who is the before opening the door. Turn on outside light if needed. Children may not leave the designated areas unless permitted by a staff member.

## **BATHROOM**

**Before Care:** One child is permitted to go to the bathroom at a time as needed & may be asked to sign out.

**After Care:** Right after snack is given out, children are taken to the bathroom in groups. Once the groups have gone, then later children may only go one at a time. They must sign out and take a bathroom pass AND inform the staff member of where they are going. Children are not permitted to wander the halls, visit classrooms, etc. Children cannot leave the care area without asking a staff member.

## **LIBRARY**

If part of the after school care group is split as to where some children remain in the cafeteria and some visit the library we are to use the Library sign out sheet. Each child is to write their name and we take a headcount. Children are escorted to the library with a staff member. As children finish their homework the staff member stay in communication via texting or calls to let each other know who is returning to the cafeteria. Additionally we watch them walk down the hall.

## **OUTSIDE PLAY**

Prior to exiting the building, the children go to bathroom again & a staff member must prepare the area.

- Before going outside, the room is straightened up and attendance is taken again for proper headcount.
- Children must be properly dressed for the weather.
- Safety cones: Before the children go outside, a staff member will go outside to place safety cones in the parking area to block cars from driving in the child's play area. This also allows parents and children to safely walk to and from the school door while in the parking lot.
- Check the area: Before the children go outside, a staff member will take a look at the playground to ensure that no one is there that shouldn't be. At times there are children and families that may live in the community who may visit the playground area. We ask that they please leave the area before we bring out the children in our care program.
- Designated play area: Children have been shown their designated play area and may not stray from the approved area. Failure to stay within our designated play areas will result in consultation as needed.
- Staff members continue to monitor play, take headcounts, watch for anyone to stray from area, ensure no one enters building without proper supervision. – Children will not re-enter the building unless they are escorted by a staff member or their parent. – NO exceptions! Safety first!
- Bathroom: If a child must go to the bathroom when the group is outside they must be accompanied by a staff member. (This is rare)
- As we go back in to the building, a whistle is blown 3 times to inform the children that it is time to line up at the door. Attendance and headcount is taken again.
- All sports/play equipment must be brought back inside the building.
- Any bags of trash should be brought inside and thrown away (water bottles & cups)

## **ADDITIONAL SAFETY INFO**

Turn on outside light for parents and children when it is dark.

Staff members are not permitted to allow anyone in the building unless they are an authorized parent / guardian dropping off or picking up their child to the care program. Under no circumstances may the staff permit anyone to enter the building for any other reason. Visitors are to come to the main school entrance during regular office hours and upon approval they will gain entrance to the building and sign in. If parents are visiting the school for after school hour sports, they are to enter via the front main door or the gym doors only. The gym doors will be unlocked and monitored by the appropriate personnel, not by anyone within the care program.

## **END OF DAY PROCEDURES / CHECK LIST**

Before Care:

- Toys, crayons, crafts put away in cabinet
- Tables clean & floors swept (if necessary)
- Return any sports equipment to the sports storage room
- Sign in sheet put away in cabinet
- Lights off in cafeteria

After Care:

- Put away any snacks, drinks in appropriate areas
- Put away hand sanitizers (keep in separate cabinet from food)
- Organize; put away games, toys, papers, crafts
- Return any outside equipment to the sports storage room
- Return TV and any other borrowed equipment to appropriate areas
- Put away floor rugs
- Clean tables (w appropriate cleaning solution) – staff members only
- Sweep floors
- Secure all toy cabinets
- Secure all cabinets in kitchen area
- Set aside any items left behind by children (label w names and classroom for the before care team to see in the morning)
- Return outside safety cones to the proper exit door area
- Close windows in cafeteria and kitchen areas
- Close and lock doors leading to hallways
- Turn off all lights (cafeteria, kitchen, walk in fridge, outside light and gym lights if we were the last ones to use it)
- Wash hands
- Make sure back exit door securely closes upon exiting the building