



Before and After School Care Program

2016-2017

CARE PROGRAM HANDBOOK

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

www.stmmschool.org

**Main School
(847) 658-5313**

**Cheryl Hagen, Director of Before & After School Care
(224) 623-4704 (call or text)
school.care.program@gmail.com**

Special Note: Please SAVE the above Director's and Care Provider's contact information as the school office is not always open during all of the Care Program hours.

Saint Margaret Mary Catholic School Before and After School Care Program

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.

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 Medical Authorization Form as needed. The completed form 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 you 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 your child.

ADMINISTRATION

There is a **Program Coordinator**, Mrs. Alison Mallo, who oversees the entire operation of care, a **Care Director**, Cheryl Hagen, 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.

CHANGES IN SERVICE

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 your 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.

FEES

There is a non-refundable registration fee per child, per school year that is due at the time of enrollment. Monthly 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. Rates for August and December will be half of the monthly rate. A monthly invoice will be sent to you on the 15th of each month. A **late fee of \$15** will be applied to your 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 your account. Please refer to the "Drop-In" and "Program Hours" section for **additional fees** including fee for late pick up.

DROP-INS

If you are registered in the care program and need to add on a day due to an unexpected event, the set guidelines must be followed. Your request should be submitted to the Program Coordinator in writing *within 48 hours* of the date needed. Additionally, a payment should be submitted prior to the date needed. Before Care Drop-in fee is **\$15 per day**. After Care Drop-in fee is **\$30 per day**.

If you are NOT already registered in the care program and need to send your child to the care program due to an unexpected event, the set guidelines must be followed. Your request should be submitted to the Program Coordinator in writing *within 48 hours* of the date needed. A Care Program Registration form should be completed and submitted to the Program Coordinator along with payment. **The fees include a \$36 registration fee per child plus the *drop-in fee.** *Before Care Drop-in fee is **\$15 per day**. After Care Drop-in fee is **\$30 per day**.

PROGRAM HOURS / LATE FEE

Before School Care: 7:00 am - 8:30 am, After School Care: 3:00 pm - 6:00 pm

If you / the person picking up your child is 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. If this occurs a total of three times in a month, your child may be removed from the program. The official time is taken from the school clock and the daily sign out sheet will be kept for tracking purposes.

ARRIVAL AND DEPARTURE LOCATION

Typically all children should be dropped off and picked up at the back cafeteria door. It is recommended that you park on the back side of the building near the playground area. Please ring doorbell to gain access the building. A care program provider will greet you at the door. Please do not allow anyone to follow in the building through that door without authorization given from a care program provider. The majority of the care program hours are held within the school cafeteria however we do frequent the library, gym and go outside to play. When we do move locations, the back cafeteria door is still the usual place for pick up unless otherwise notified. If we are outside when you arrive to pick up your child, we ask that the children are escorted by you to go back in the building to gather their belongings.

PROGRAM DATES

- The Before and After School Care Program begins as early as the first day of school and continues through the last day of school. 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.

UPDATING INFORMATION / EMERGENCY CONTACT

Be sure we are able to reach you 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-your 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. 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! 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. We do go out for snow sledding so don't forget snow pants! During the fall and spring months, we ask that you provide sunscreen and insect repellent, if necessary for your 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. Your children are welcome to bring their own snack if they choose. 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.

PLEASE ALERT PERSONNEL OF ANY ALLERGIES

HEALTH

Please take time in the morning to check your child for the following symptoms; fever, diarrhea, rashes, vomiting, and any other signs of communicable diseases. If any of these symptoms are present, please do NOT send your 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. 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. This form is available 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 allowed by state law. As the school office may be closed during Care hours, any medicine needed during Care hours will be kept by the Care Director. This may require duplicate medications in both the school and Care facilities.

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.

SIGN IN AND SIGN OUT PROCEDURE

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 on the approved pick up list but may be unfamiliar to a staff member will be asked to show proper identification before the child may be released.
- Authorized people for pick up are documented on your registration form. If someone is to pick up your child that is not on this form, a verbal and written consent from the parent/guardian must be given to the school / care provider. Any changes in pick up should be well communicated before your child may be released for the day.

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.***

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 a one week 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.



**Before and After School Care Program
Handbook Acknowledgement Form 2016-2017**

Please SIGN this form and return the entire page to the Care Program Director or the school office by August 30, 2016.

THANK YOU and we look forward to caring for your children! If you ever have questions or concerns please contact us.

I have read the Care Program Handbook and agree to abide by its contents.

Please print parent name

Parent's Signature

Date