

St. Anthony Catholic School

Before- and After Care Program Handbook



119 West Springfield Rd.

Sullivan, MO 63080

(573) 468-6297

www.stanthonyschoolsullivan.com

Director: Mrs. Patti Arnold

Pastor: Fr. Paul Telken

Principal: Mrs. Mary Wooley

PHILOSOPHY

The philosophy of the Before- and After Care program is in accordance with the mission statement of St. Anthony School: "Our mission is to provide children with a Catholic, Christian education, ensuring them the opportunity to develop spiritual, academic, moral, and personal excellence." We make a commitment to provide sound, Catholic, academic education while addressing individual student needs with an emphasis on religion, respect, and responsibility.

We are unique in that we are a small rural school whose educators create a climate in which our Catholic philosophy can be realized. We are committed to professional excellence and spiritual growth in our own lives and the lives of our families, while respecting each person's talents and gifts.

PROGRAM DESCRIPTION

These two programs allow for recreation, socialization, directed activities and quiet time. Although students may use quiet time for the completion of homework this is not to be considered a tutoring time for students. The purpose of each of these programs is to provide a safe, well supervised environment for school children while parent are at work or school. This service will be offered only on scheduled school days and only for those enrolled at St. Anthony School. No Before- or After Care will be offered on snow days, days school is not in session, or on specified days as noted in the school calendar. After Care will not be offered on half days or on the last day of school. Before Care will not be offered on Field Day, due to the late start.

SCHEDULE

Before Care school session will run from 6:00 a.m. to 7:20 a.m. The After Care program will be held from 3:15 p.m. to 6:00 p.m. The first hour runs from 3:15 to 4:15; the second hour is from 4:15 to 5:15, and the third hour is from 5:15 to 6:00 p.m. If a child is present for any part of the hour, the FULL hourly rate will be charged.

LOCATION

The Before- and After Care programs are located in the old school building, on the second floor. Access is through the second floor doors in the back of the school. Please ring the bell for admittance. If the caregiver does not respond, please ring the bell again or signal to a student to get the caregiver. **Students are not allowed to open the doors for anyone.**

Students should be dropped off and/or picked up at this location, unless otherwise specified by a note on the door. The caregiver will have the sign out book and the student's belongings for pick up at the designated location for ease of pick up.

REGISTRATION AND PAYMENT

Parents or guardians wishing to enroll their child or children in these programs should sign up in the school office. The registration fee for one program is \$20, while the cost of registration for both programs is \$25. Students must be registered before using the program! This is so we have pertinent information on file in case of an emergency. Registration fees (if not prepaid) will be assessed after the first instance of use.

Payment for the programs will be billed at the end of each week and balance statements will be sent home that day. **Payment is due before the Friday of the next week.** Checks should be made payable to "St. Anthony School." **If you pay by cash, you MUST obtain a receipt. This is for bookkeeping accuracy.** Failure to pay in a timely manner can cause your child to be suspended or dismissed from the program. Outstanding fees must be paid before you can receive progress reports, report cards or school records. **If you choose to pay only monthly, then you must pay ahead of time for the upcoming month** (you will receive a weekly note telling you your current balance).

Children must be picked up by 6:00 p.m. If students are not picked up at this time, a \$10 late fee will be assessed. After three late charges, your child may be dismissed from the program. If you drop off your child at school anytime before 7:20 a.m., your child will be sent to Before Care, and you will be charged the daily \$5 Before Care fee and a registration fee if not pre-paid. This is to ensure your child's safety. No student may be left at the school unattended.

In the event that you are late picking up your child after school (after 3:15 p.m.), he or she will be placed in the After Care program. The registration fee (if not pre-paid) and hourly charges will apply. If school is cancelled, there will be no Before- or After Care. If school is dismissed early because of inclement weather, an adult will remain with the children until you make arrangements for an early pickup--**within an hour of dismissal.** Any student staying longer will be assessed a \$10 late fee.

SIGN IN/OUT BOOK

Parents or guardians **MUST** sign the child into Before Care and out of After Care. Due to a state requirement, children can only be released to parents, guardians, or someone officially designated by the parents in writing.

SNACKS

Snacks are NOT included in the Before- & After Care charges. Children may bring a snack from home to eat at the designated time only. You may send these daily or send in advance. If sending in advance, please be sure to write your child's name on the snacks. Students will not be allowed to purchase drinks from the school vending machines. Drinks, other than water, are not allowed. Please be sure to inform the Director of any medical conditions or food allergies your child may have. Parents wishing to donate snacks for the program may do so, with the understanding that they will be shared. Students may still choose to bring their own snack from home, but they may not have both their snack **and** a donated snack at snack time (they will have to choose one or the other). Also, donated snacks must be chosen from the approved snack list (below). The Director will send out a notice to indicate that snack donations are running low; however, you are under no obligation to donate snacks. Cash donations to the Director or the adult in charge are NOT ALLOWED. If you wish to make a monetary donation, you must go through the principal or pastor.

Approved Snack List for Donations

Pretzels

Cheese crackers

Goldfish crackers/Whales/Penguins

Raisins (boxed)

Fresh fruit

Granola bars

Trail mix (fruits/nuts)

Popcorn (no sweetened or caramel corn)

Cheez-Its

Fig Newton bars

Yogurt raisins

Dry cereals (Honey Nut Cheerios, MultiGrain Cheerios, Frosted Mini Wheats, Kix, Rice Chex)

Rice cakes

Juice boxes

Plain crackers

Yogurt popsicles/fruit popsicles

Go-gurts (can be frozen)

MEDICAL EMERGENCY POLICIES

Under normal circumstances, no medication will be dispensed during either Before- or After Care. If an emergency should occur, the adult caregiver will administer first aid and attempt to contact the child's parent or guardian immediately. The caregiver will also try to get in touch with any of the persons listed for emergency contact. If a parent or guardian cannot be reached, the caregiver will do one or more of the following:

- ✚ Contact the child's physician or medical center for assistance
- ✚ Call an ambulance
- ✚ Have the child taken to the emergency room

RULES AND GUIDELINES

- ✚ All students entering either the Before- or After Care session must place their books, bags, lunch boxes, coats and other personal items in the designated area. These items must remain in this area and only removed with the caregiver's express consent. If a student changes clothes or uniform, they must place the clothes with their other personal items. Failure to do so will result in the loss of this privilege.
- ✚ Students will not be allowed to return to their classroom or locker for any forgotten books or other belongings.
- ✚ Children may bring their own blanket and/or toy as long as it is clearly marked with his or her name. Caregivers will not be responsible for misuse, damage or loss to any personal items.
- ✚ Use of personal electronic items is prohibited. You may not send electronic items, including phones, to school with your child, nor send them to Before- or After Care.
- ✚ Before a child can be signed out, the caregiver must be notified, all personal items must be gathered up, and the sign out book must be completed by the parent or guardian.

DISCIPLINE

- ✚ Children need and are entitled to the wisdom of adults to set reasonable limits for them. In order to maintain a safe, happy, and healthy environment and guard the individual rights of each child, adult caregivers will employ constructive method of discipline. At all times, a child must employ self-discipline and good behavior to the best of his ability.
- ✚ If a child is having problems in the program, a conference will be arranged with the caregiver, principal and parents.
- ✚ Any child who is consistently disruptive and disrespectful will be placed on probation and, if necessary, dismissed from the program.
- ✚ Students must show respect for any adult supervisor by always using the proper title of address, i.e. Mr., Mrs., Ms., or Miss, or in the instance of religious, Father, Brother, or Sister. They must obey the caregiver at all times, without argument or back talk.
- ✚ Students may not leave the designated program area without permission or supervision.
- ✚ Student cannot play with rocks, sticks, or projectiles. They are to follow the guidelines of the regular day school when using playground equipment.
- ✚ Children are to put away equipment, toys, crayons, blocks, or anything they have played with during the session.
- ✚ When the student's parent or guardian arrives, he or she should stop playing, put their toys back in the proper place, gather personal belongings and prepare to go home.
- ✚ Homework is the student's responsibility and may be done anytime during the After Care session. The facilitator will not require the student to do homework unless designated by the parent beforehand in writing.
- ✚ No child will be allowed to stay inside without supervision when the group plans to be outside. Student doing homework may bring their homework outside with them, if they desire to complete it.
- ✚ Students are not allowed to purchase sodas or drinks from the school vending machines during either the Before- or After Care sessions. During snack time, students are expected

to be polite, respectful, and remain seated until snack time is over. They are to help with clean up.

- ✚ Once children leave school property with their parents after classes are done for the day, they may not return later to enter the After Care program.

BEFORE- AND AFTER CARE CONTACT INFORMATION

You may contact the Before- and After Care room at 573-468-6297.