



. . . I am with you always. . .

Matthew 28:20

2011-2012
Before/After School Care
Program Handbook

PHILOSOPHY AND GOALS

Angelo Catholic School School Before/After Care Program strives to provide an enjoyable atmosphere with varying activities, including indoor games and activities, homework time and play time.

The program provides parents with an alternative for care for their children in a familiar atmosphere.

The children are served a snack each day, including early dismissal days.

ADMISSION POLICIES

Any student who is currently enrolled in Angelo Catholic School may apply for admission in the Before/After School Care Program.

Enrollment is limited by the size of the facility and will be on a first come/ first serve basis.

Attendance is a privilege and not a right; therefore, parents understand that their children have to obey the rules and regulations of the program in order to continue in before/after care.

The same provisions for the individual needs of special children will be met in the Before/After School Program as they are in the regular school day.

In order for a student to participate in the program, the parent must complete all of the necessary paperwork and provide the necessary documentation as required by the State prior to the student's attendance.

FEES

Students must pay in advance in order to attend the program. Tickets must be purchased in the office. No charges will be allowed.

The charge for After School Care is \$6/day. Before School Care is offered at no charge for the convenience of parents.

The fee may be paid on a monthly basis instead of weekly.

A \$1 fee is assessed for processing the necessary paper work.

Parents will designate the minimum time period their child will be using the program when they register.

HOURS OF OPERATION

Before school care begins at 7:15 A.M. and continues until 7:45 A.M. At 7:45 A.M., students are released to their classrooms. After school care begins 10 minutes after dismissal and goes until 5:30 P.M. Students who are picked up after 5:30 P.M. are assessed a fee of \$1 for each one minute after 5:30 P.M.

SUGGESTED PROGRAM SCHEDULE

Regular school day:

3:20-3:30 p.m. - check in

3:30-4:15 p.m. – homework time (older students)
outside play for three/four year olds (weather permitting)
games and activities (younger students)

4:15-4:45 p.m. - snack

4:45- 5:20 p.m. - free play activity time
students may work with blocks,
legos, puzzles, art activities, read

5:20- 5:30 p.m. - Clean Up

Early dismissal day:

12:35 - 1:05 - check in time

1:05 - 1:50 - play time

1:50 - 2:50 - homework time

2:50 - 3:05 - snack time

3:05 - 4:05 - special activity

4:05 - 5:05 - free play and other activities

5:05 - 5:30 - clean up

Before school schedule:

7:15 A.M. - 7:45 A.M. check in - Supervised activities

COMMUNICATION

Should a parent need to communicate with the director (principal), please send a note with your child in the morning. This will give the director (principal) the opportunity to contact the parent if need be.

Should a problem arise concerning the child, then the parent should either call or send a note with the student in the morning to set up an appointment. It is not possible for a staff member to give full attention to the parent if children are present.

In case of a delay in picking up your child or in an emergency you may call the school number (Primary Campus – 949.1747; Elementary Campus – 655.3325) which will be answered in the program center.

Periodically notes may be sent home with the student reminding parents about an early dismissal day or other information regarding the program.

DAILY RELEASE

Parents are expected to pick up their children in the After School center. A child will only be released to the parents or to an individual who has been authorized by the parents to pick up the child. Parents will be asked to designate in writing who may pick up their children.

No exceptions will be made.

SINGLE PARENT/OTHER RELATIVES

In the case where both parents do not have custody of the child, it is the responsibility of the custodial parent to give to the program a copy of any custody decrees or other documents relating to a non-custodial parent's contact with the child.

Only parents and their designates will be allowed to discuss the child with staff members.

VISITORS

Parents or their designated representatives are welcome to visit the program at any time. However, parents or their designated representatives should not be interfering with other children or with the program. A visitor on official business will be accompanied by a school official at all times.

RECORDS

All records concerning the child are confidential and will only be shared with those who have a legal right to know. Should a parent wish to review their child's record, then they may contact the program director (principal) to do so.

EMERGENCY PROCEDURES

In the case of an emergency, the parent(s) will be called at home and/or work. If the parent(s) cannot be reached, emergency contacts indicated by the parent on the emergency card will be contacted. There will be an absolute minimum of two emergency contacts.

In the case of a building evacuation, the children will be taken to the church, and parents will be able to reach them there.

HEALTH AND SAFETY

Duplicate copies of the student's health information will be made for the program.

All parents are required to complete the "Emergency Information" card. The same form used by the school for dispensing medication - prescription or over the counter - will be used by the program. No medications will be given without this signed form. No student is permitted to keep medications in his/her possession.

Should a child become ill, the parents will be contacted to pick up the child. No child will remain in the program if they have a contagious illness or disease.

BEFORE/AFTER SCHOOL PROGRAM RULES

All students are expected to abide by the rules of the program, respect staff members, other students and property.

1. All students are expected to participate in the program activities to the best of their ability.
2. No student is to leave the supervision of the staff member without expressed permission.
3. No biting, pinching, hitting, kicking, or bodily harm to another individual, nor the use of foul language or profanity will be tolerated.
4. Each student will be expected to help put away games, toys, crafts supplies, and to generally straighten the room.
5. We will expect every student to be treated with respect, love and concern.
6. Toys and other articles may be brought from home only with the permission of a staff member.

Students who violate the rules will be removed from the group and placed in time out for 5 to 30 minutes. If the student does not respond to this, and the problem persists, the parents will be called in for a conference. Should the problem persist after the first conference, then a second conference will be arranged, and, at that time, the student may be dismissed from the program.

PROGRAM EVALUATION

The program will be evaluated annually, in the spring, by the parents and the students who participate.

PROGRAM LIABILITY

The Before/After School Care Program is insured by the same carrier as the rest of the Diocese.

TRANSPORTATION:

The Before/After School Care Program does not provide transportation for the students.

The program reserves the right to amend the handbook for just cause. Parents will be promptly notified in writing if changes are made.

Angelo Catholic School Before/After School Care Program

I have read the handbook and agree to abide by the policies, rules and regulations as set forth in it.

Parent's signature

Date