

**EA/EI Regional Catholic School Partnership
Before Care/After Care Program
2018-19**

Parent/Student Handbook



Mission

The Mission at St. John Primary and St. Theresa Middle is to serve one another through Catholic values as we strive for spiritual growth and academic excellence.

Goals

To provide a safe, secure, fun environment that encourages building special relationships, respect of others, responsible behavior, and a positive attitude

To provide a caring staff that encourages group participation while remaining sensitive to the needs of an individual child

To provide programs that complement the school curriculum and Christian philosophies

To provide communication between St. John Primary and St. Theresa Middle School Before Care/After Care staff, school personnel, and parents.

Program Overview

The EA/EI Regional Catholic School Partnership Before Care/After Care program offers children an opportunity to do homework, relax and play. Children are provided with drinks/snacks and a light meal. Activities include: board games, puzzles, arts and crafts, story time, imaginative play, indoor and/or outdoor play. This program is defined as an after-school care for regularly enrolled children, PK – 8th, during the school calendar year. Primarily designed to serve the needs of working parents, the EA/EI Regional School Partnership Before Care/After Care program is also available on an as-needed basis (drop-in).

Before Care and After Care

The EA/EI Regional Catholic School Partnership Before Care/After Care program provides an extended day care for children before and after school hours.

All children participating in Before Care (offered at both campuses) must be walked into Before Care by a parent/guardian or other approved designated adult. Please note that the program does not start until 6:45 a.m. **The school is not responsible for any child dropped off before 6:45 a.m.** Students can study, play board games and/or eat breakfast during this time. **Breakfast is served on the St. Theresa campus only.** Before Care is held in the Warrior Cafe at St. Theresa Middle and in room 104 at St. John Primary. At 7:15 a.m. on the St. Theresa Middle campus, 4th -8th grade students are dismissed to the gym while PK – 3rd graders are brought to the shuttle waiting area for transport to the St. John Primary campus. **At 7:10 a.m. on the St. John Primary campus, 4th -8th grade students report to the Community Center to board the shuttle for transport to the St. Theresa Middle campus.** At 7:15 a.m., students on the St. John Primary campus are escorted by Before Care personnel to the Community Center as the teachers take over supervision duties.

The After Care program is held on the St. Theresa Middle campus only. Students from St. John Primary are bussed to the St. Theresa Middle campus. The hours of operation are 2:40p.m. – 6 p.m. Children are grouped by grade and will complete activities in the company of their classmates. Each group will have adult staff and young adult helpers assigned to supervise them at all times. The schedule for each group is typically as follows:

PK – 1	2:50p.m. – 3:05p.m.	Student check-in and bathroom/water break
	3:05p.m. – 3:30p.m.	Light meal**
	3:30p.m. - 4:15p.m.	Outside play (weather permitting)
	4:15p.m. – 4:45p.m.	Continued outside or inside activities, such as coloring, story time, puzzles
2 nd -3 rd	2:50p.m. – 2:55p.m.	Student check-in and bathroom/water break
	2:55p.m. – 3:15p.m.	Light meal**
	3:15p.m. – 4:00p.m.	Homework*
	4:00p.m. – 4:45p.m.	Outside play (weather permitting)
4 th – 8 th	2:40p.m. – 3:00p.m.	Student check-in, snack and bathroom break**
	3:00p.m. – 4:00p.m.	Homework*
	4:00p.m. – 4:45p.m.	Outside play (weather permitting)
	4:45p.m. – 6:00p.m.	All students are brought into the cafeteria

* Students in 2nd – 8th grade will have an opportunity to take advantage of a Study Hall which will be held 3p.m. -4:00p.m., Monday - Thursday. This is not one-on-one tutoring, but a service in which a Study Hall Monitor (certified teacher) can help children who may need extra guidance with a specific homework subject. Students are allowed an opportunity to go to “second homework” from 4:00 p.m. -4:30 p.m. instead of outside play if needed to complete assignments.

** Snacks are NOT to be brought from home unless previously approved by After Care Director. If your child has special dietary requirements, please contact Edith “Duke” Soulier in writing so that arrangements may be made.

Enrollment

To enroll in the Before Care/After Care program, the following information must be submitted to the office on or before the first day of your child's attendance:

- Completed enrollment form, indicating the services for which you wish to enroll
- The individuals authorized to pick up your children from After-Care and completed emergency contact information

Program Fee Schedule/Payment

Fees:

- One-time registration fee of \$30 per student.
- Pre-K-8th - After Care - \$1,080 per year (and payable through FACTS only)
- Before Care Only - \$2.00 per day/per student. Those students regularly enrolled in full time After Care do not pay additional Before Care fees.
- A 50% discount is given for the third and fourth students' full time After Care fees (in one household).
- It is the policy of the school that any child not picked up by 3:05 p.m. on the St. Theresa Campus will be sent to After Care and the drop-in fee imposed, if applicable. As stated in the Parent Student Handbook, SJP students not picked up by 3:05 p.m. will be sent to the office and a parent will be called. A \$25 late charge will be collected for a second incident of late pick-up.
- There is a late pick-up charge of \$25.00 for a second occurrence if any child (or children in one family) is not picked up by 6:00 p.m. from After Care. Local authorities will be contacted for students not picked up by 6:15 p.m.

If choosing to pay the annual fee in full, it must be done so by August 10th. Failure to make full payment by August 10th will result in monthly charges debited through FACTS. Monthly charges will take place on the 10th of each month, beginning in August and ending in May (except for February).

Drop-Ins, Athletes, and Club/Activity Members

- Special arrangements for drop-ins are available upon request. Requests should be made to After Care Director, Edith "Duke" Soulier at dukesoulier@sjp-sta.org. Upon approval from After Care, parent must notify homeroom teacher of dismissal change.
- Fees for drop-in students are \$20.00 per day and are processed through FACTS on the 10th of each month.
- Athletes are invited to use the After Care Program during their individual sport season on the days of practices and/or games.
- Fees for athletes are \$40 per student, per sport season. For example, an athlete participating in football and basketball would pay \$40 for football season and then pay \$40 for basketball season.
- Sports fees are processed through FACTS on the 10th of the month after the start of the sport season. (If football starts in August, the fees would be processed through FACTS on September 10th). Students involved in clubs/activities (such as Robotics, Cheerleading, After School Art Class, etc.) will also be offered a flat rate fee for that activity. The amount of the After Care fee for each club/activity varies and that information will be provided by club/activity moderators.

The fees are based upon consideration of working parents and do not represent actual cost of operation. Refunds for early departures, absences, etc. are not given. Students will be provided with drinks/snacks and a light meal. For your child's safety, students may **not** bring snacks from home unless it is medically necessary (student has allergies). Please contact After Care Director at (225) 647-2803 for snack request forms for students with allergies.

Student Withdrawal and After Care Payment

For full-time attendees: Any part of a month a student attends will incur a full month of After Care fees. If a family withdraws from the program at any time during the year, the account will still be charged for the entire month. Refunds for early departures, absences, etc. are not given. Withdrawal notification must be placed in writing to After Care Director, Mrs. Edith "Duke" Soulier or via email dukesoulier@sjp-sta.org by the 28th of the month prior to the month of change. (For example, if a family drops from full time status in March, notification must be given by February 28th.)

Behavior Expectations

The Before Care/After Care program follows the same codes of discipline and dress that apply during the school day that can be found in Section 5 of the EA/EI Catholic School Partnership Parent/Student Handbook. In order to make the Before Care/After Care Program safe, productive and enjoyable, students are expected to respect the staff, each other, as well as, school property and the materials provided. All students are to do the following:

- Check into After Care before reporting to any after school activity.
- Never leave the building or grounds without explicit permission of the Director or Supervisor of the Before Care/After Care program.
- Walk quietly from area to area in a line.
- Exhibit proper table manners while in the cafeteria. Leave the tables, seats and floor clean.
- Keep hands, feet and objects to themselves.
- Listen and follow instructions.
- Bring all homework materials and work quietly during homework.
- Refrain from rough play, inappropriate language or inappropriate behavior on school grounds.

Consequences for Misbehavior

Consequences for misbehavior include, but are not limited to, the following:

Report #1 Student conference with After Care Supervisor. A Before/After Care Behavior Report will be sent home for parents to review, sign and return to After Care Supervisor or Director.

Report #2 After Care detention. Student will complete a detention work assignment during After Care. A Before/After Care Behavior Report will be sent home for parents to review, sign and return to After Care Supervisor or Director.

Report #3 A one day suspension from After Care.

*Starts over each quarter. Note: The Director of After Care reserves the right to refuse to continue After Care services for students with repeated reports of a serious nature. Parents will be notified of behavior prior to suspension. Student may receive an immediate After Care detention or suspension if nature of offense warrants it. Students and parents must sign each Behavior Report. Refusal to sign a Behavior Report by a student or parent does not negate the consequence.

Lack of Homework Materials

All students in grades 2nd -8th enrolled in After Care will have daily homework time from Monday through Thursday. Homework will be checked by the After Care teacher for completeness. **It is the parents' responsibility to check homework for correctness and/or sign homework as needed.**

In an effort to reinforce building responsibility, students are required to bring all homework materials to After Care Monday – Thursday. If a student does not have necessary homework materials, a grade appropriate assignment will be given during homework time. Notification of forgotten materials will be given to the parents. There will be no borrowing of other student's materials or copies made during After Care.

Recognition for Good Behavior

Students may earn good behavior points and will be rewarded for following the rules in Before Care/After Care. Points will also be given when a child displays their Christian values: manners, helping teachers clean up, etc. Students collect points and turn them in for special privileges including but not limited to the following:

- | | |
|----------------------------------|--|
| Sit in any desk in homework | Wear a hat to After Care |
| Free dress during After Care | Be a line leader |
| Choose first game/ball/jump rope | Wear any shoes and socks during After Care |
| Drawings for coupons/prizes | Pass to go to the front of the snack line |

Sign-Out Procedure

With the child's safety and well-being in mind, it is imperative that parents complete and keep updated the emergency/pick up list for their child(ren) in RenWeb. One of the most important regulations regarding your child's safety is the sign- out procedure. Parents or guardians should not take children from the school yard, shuttle bus line, or other areas of the campus without notifying the Supervisor on duty (or designee in Supervisor's absence) and signing out the child. After Care personnel will not permit children to leave the school grounds unless accompanied by a parent, guardian, or person whose name is on the emergency/ pick up list in RenWeb. **If there is a change in who will pick up a student from After Care, it should be submitted in writing and given to the office upon arrival at school.** If circumstances prevent a parent from providing advance written notice of his/her child being picked up by someone else not on the child's emergency or pick-up list, the parent or another authorized person will be contacted for verification. The individual will be required to present proper identification prior to the release of the child. Please add such individuals to your child's pick-up list at your earliest convenience. *Please note: If you allow the coach of a St. Theresa Middle athletic team to sign out your child, the coach's name must be on your child's emergency/pick up list in RenWeb. **For custody situations, read below (as stated on page 14 in the Parent/Student Handbook):**

- All parents have full rights with regard to their child(ren) unless a court order (signed and sealed by a judge) exists and is presented to the principal.
- Parents are responsible for following any court order.
- Unless a court order states otherwise, either parent may check-out their child early from school or pick-up in the carpool line or from After Care.
- St. John Primary/St. Theresa Middle's responsibility to each student is education. Employees of the school will not be held responsible for following any court order.
- Employees will not be put in a position between separated/divorced parents. When conferences are requested, separate conferences will not be held.
- If custody issues interfere with the educational process, a parent may be asked to withdraw their child(ren).

PK, new kindergarten or new student's mother, father or individual on a child's emergency or pick-up list will be required to show proper identification (current driver's license) for the first month of school when signing out the child in an effort for the After Care staff to become familiar with the adults on the pick-up list. For safety reasons, we ask that parents not arrive before 3 pm to pick up their children. If you arrive before 3 pm, you may experience a delay in being able to sign out your child.

Personal Property

Children may not bring toys, games or personal electronics (iPods, iPads, gaming devices, etc.), items from home for use in Before Care or After Care.

Cell phones and other electronic devices

- Students are allowed to have cell phones on campus. However, the phones must be turned off and stored in book bags throughout the academic day and during school activities.
- Cell phones are not allowed to be out of book bags or used on buses.
- Students are not allowed to have other communication or electronic devices without permission from the After Care Supervisor or Director.
- If a cell phone/electronic device rings/sounds while stored away, or if the phone/electronic device is not stored away in the book bag, the phone/device will be confiscated for one week, after which time the parent must collect it from the school office.
- The school has the right to review/read information on a confiscated cell phone/electronic device.

Health Concerns

Illness and Communicable Conditions

Parents of a student who has an elevated temperature, is vomiting, has diarrhea, an undiagnosed skin rash, or red, inflamed eyes will be called to pick up the child from After Care early. (Parents must keep students home 24 hours after the last symptom is evident (i.e. fever free for 24 hours, antibiotic in child's system for 24 hours, no vomiting or diarrhea for 24 hours, etc.) Additionally, parents will be called to retrieve a child with communicable health problems, such as head lice. (Parents should report cases of head lice to the school office. Any student who has evidence of head lice, nits are present, may not attend school or After Care.)

Viruses have been shown to affect school-aged children, and students can be highly likely to transmit viruses, especially in school and other group settings, such as Before Care or After Care. In light of this fact, it is mandated that students with viral symptoms remain at home until 24 hours after the last symptom is evident.

Medicine

By law, the school is not permitted to dispense any type of medication, with the exception of medication for ADD/ADHD, asthma, and severe allergies. Any necessary medication that has to be taken must be dispensed by the parent. If a student is diagnosed ADD or ADHD and is required by a physician to take medication during school hours or After Care hours, parents must fill out a permission form prior to the dispensing of medication. All policies on the Medication Permission Form shall be followed. (See Parent section on the school website for the form.)

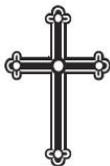
Insurance for Students

Included in school registration is student insurance coverage for each student at St. John Primary/St. Theresa Middle. The student insurance becomes the primary coverage for students without insurance. In cases of students covered under parents' primary policies, the student insurance becomes secondary. In the event of an accident, a claim form must be mailed within 90 days of the date of the accident. Claim form and instructions may be obtained from the school office (Mona Tassin). The school liability insurance covers student accidents such as those occurring on the playground, at physical education class or in the classroom.

Right to Amend

The regulations and other provisions outlined in the Before Care/After Care Handbook are a material condition of the contractual agreement between the EA/EI Regional Catholic School Partnership, which follows the Diocesan Administrative Manual, and each student enrolled in the school and his/her parents/guardians.

In developing the rules and policies for the Before Care/After Care program, the administration, director and supervisor have tried to anticipate as many issues as possible. (It is impossible to list every rule for every circumstance.) But as new and unusual situations may arise, the administration, director and/or supervisor will have the authority to use his/her discretion in whatever circumstances the handbook rules do not precisely apply. Further, the St. John Primary and St. Theresa Middle principals, director and/or supervisor reserve the right to amend this handbook for a cause that, in his/her judgment is just. If a change is made, parents will be notified. In this handbook, wherever the term "parent" is used, "parent(s) or guardian(s)" is implied. Failure to abide by the regulations and policies of the Before Care/After Care Handbook, by either the student or his/her parent may result in the student's removal from the Before Care/After Care program.



**EA/EI Regional Catholic School Partnership
Before Care / After Care
2018-19 Parent/Student Agreement**

Catholic schools operate under contract law. The Before Care/After Care Handbook is the printed contract between the parents of students and the EA/EI Regional Catholic School Partnership. The Before Care/After Care program goals, policies, regulations and student activities are incorporated into the Before Care/After Care Handbook. It is required that a parent and his/her child(ren) sign a statement that he/she and his/her child(ren) have read the Before Care/After Care Handbook and agree to abide by, and be governed by, the policies, rules, and regulations set forth therein.

Failure to abide by the policies, rules, and regulations of the Before Care/After Care Handbook by either the student or his/her parent may result in the student's removal from the Before Care/After Care program.

Uncooperative and unacceptable conduct includes, but is not limited to, speaking about the school Before Care/After Care program policies, practices, personnel, etc. in a derogatory manner and/or posting negative comments on social networks.

We have read and agree to abide by the 2018-19 Before Care/After Care Handbook. Return this completed page to After Care Director.

Parent Name (print) _____

Parent Signature _____

Student Name (print) _____ HR _____

Student Signature _____

Student Name (print) _____ HR _____

Student Signature _____

Student Name (print) _____ HR _____

Student Signature _____

Date _____