

ST. MARY'S BEFORE AND AFTER SCHOOL CARE 2018-19

Dear Before and/or After School Parents,

This year's before school program will begin on **Thursday, August 16th** and the after school care program will begin on the first full day of school, **Monday, August 20th**. Parents/Guardians will be assessed a fee of \$3.00 per child per day if arriving between 7:00 and 7:20 a.m. and \$2.00 per child per day if arriving between 7:20 and 7:45 a.m. The fee for after school care is only \$4.00 per child per day. **Payment is due on the last day of each week to the before and/or after school provider. If payment is not made in full on the last day of the week the child(ren) may not return to the program the following day that school is in session.** Supervision will be provided by Mrs. Diane Swinscoe.

Please use the doors on the northwest corner of the building when dropping off or picking up your children each day. The right door to the building should be unlocked; there is a doorbell to ring if the doors are locked and if someone is in the office you will be let into the building

After school care ends at 4:30 p.m. on regular dismissal days. There is no after school care on early dismissal days. Our day to day schedule is listed and our early dismissals are clearly indicated in the St. Mary's School Calendar/Handbook. **It is extremely important that parents be on time each day.** If an emergency occurs, please contact Mrs. Swinscoe immediately. **Please remember...there is an automatic charge of \$10.00 for every fifteen minutes a child is picked up late.**

All parents must complete the attached enrollment form if you are using either of these services. The after school program is intended for after school care and not after school play. **Please do not give your child the option of staying after school and playing rather than picking up your child.**

If you have any questions, please do not hesitate to call us at 402-476-3987.

We look forward to having your children in before school and/or after school care this year!

God Bless You,
Dr. Nina Beck; Principal



ST. MARY'S SCHOOL AFTER SCHOOL CARE HANDBOOK

Philosophy, Goals and Eligibility

This program has been created to serve all families with children enrolled in grades P – 8th at St. Mary's School. As we strive in our efforts to help your children grow spiritually and academically, we will provide a safe, positive and enjoyable environment for you children.

Right to Amend

The Principal reserves the right to amend this handbook at any time. If amendments to the handbook are made, each registered family will receive a notice of the amendment and will be asked to attach it to their existing handbook. In the unlikely event that hours of operation change during the school year, a two week notice will be given.

Enrollment Procedures

In order for your child to be enrolled in either our Before School Program and/or After School Program, the Parental Agreement/Enrollment Form (located on the last page of this handbook) must be completed, signed and submitted. If you are planning on using this service **not** on a regular basis, but occasionally...please provide emergency information for the teacher and **please remember to send a note to the teacher on the morning of using the service.**

Fees

Before School Care:

There is a fee of \$3.00 per child per day if arriving between 7:00 and 7:20 a.m. and \$2.00 per child per day if arriving between 7:20 and 7:45 a.m.

After School Care:

There is a fee of \$4.00 per child per day.

Payment is due on the last day of each week to the before and/or after school care provider. If payment is not made in full on the last day of the week the child(ren) may not return to the program the following day that school is in session.

Hours of Operation

The program will be available to your child from the time of dismissal from school until 4:30 p.m. on regular dismissal days. There is no after school care on early dismissal days. The program will close and not be available for your child on the days school is not in session. In addition, if the weather is inclement and everything is closing, please try to arrive as early as possible after dismissal in order for everyone to get home safely.

Program Structure

Our program is a supervised recreational program. The type of play encouraged is not structured. Many of the children find this an excellent time to do homework. We will try to assist your child in completing homework, but we will not take the responsibility of the homework from the child. The rules of discipline are the same as our school rules.

PARENTAL AGREEMENT/ENROLLMENT FORM

PLEASE ENROLL THE FOLLOWING CHILD(REN):

Student's Name

Grade

Student's Name

Grade

Student's Name

Grade

Student's Name

Grade

DAYS OF WEEK ATTENDING: (please specify which days your children will attend):

BEFORE SCHOOL CARE: My child(ren) will arrive each morning by _____

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

AFTER SCHOOL CARE: I will pick up my child(ren) each day by _____

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

INFORMATION:

Father's Name

Home Phone

Work Phone

Cell Phone

Mother's Name

Home Phone

Work Phone

Cell Phone

Emergency Contacts (if parents cannot be reached)

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

To whom should we release the child(ren)? _____

By signing below I consent to release my doctor's name and other information for treatment of emergencies. I have also listed my hospital preference, if needed.

Doctor's Name

Address

Phone

Hospital Preference

I have received and read the St. Mary's Before and After School Care Handbook. I have explained the rules/guidelines to my child(ren) and agree to abide by said rules/guidelines.

Parent/Guardian Signature

Date