



Policy Handbook St. Thomas the Apostle After Care Program

Administrator:
Ms. Annette Pioppo

Supervisor:
Ms. MaryAnn Adami

Sign up for updates and alerts from the After Care Staff through *Remind* by text messaging the phone number 81010 with the message @STTAOBAC

If you need to contact the school or After Care staff prior to 2pm, please call the Main Office.

St. Thomas Parish/School sponsors and operates an “After Care School Program” for children enrolled in St. Thomas the Apostle School, in grades Pre-K 4 through 8. Aftercare hours are from 2pm – 6 pm.

The After Care Program operates each school day*. Registration will begin with an email from the office. Attached will be a link to print the registration form. Due to the social distancing guidelines, seating is limited so please return the registration form along with the one-time registration fee of \$25.00 per family as soon as possible. Families will be notified of availability or not. Families unable to use the program at that time will be put on a waiting list and their checks will only be cashed when they have use of the program.

<u>Monthly Rates:</u>	5 Days/Week 2:00-6:00 PM
1 Child	\$367/Month
2 Children	\$441/Month
3 or more Children	\$551/Month

<u>Daily Rates:</u>	1 Hour (by 3:00)	2 Hours (by 4:00)	3 Hours (by 5:00)	4 to 4 1/2 Hours
1 Child	\$11	\$17	\$21	\$25
2 Children	\$17	\$21	\$25	\$31
3 or more children	\$21	\$25	\$31	\$37

* There is **NO DROP IN** service at this time.

Half Days: 11:00 or 12:20 Dismissals will require an additional \$15 charge for 1 child, \$20 per family to cover the hours up until 2:00PM. This fee applies to those who pay monthly as well as daily, and will be applied to the bill for that month.

After 6pm, a late fee will be charged to your account beginning at \$20 and accrue \$5 for each addition 10 minutes you are late to pick up your child. The After Care Program will operate each day* from 2:00PM to 6:00PM. Please note that the building will close at 6:00pm for deep cleaning and sterilization. Consistent pickups past this time may result in dismissal from the program. All costs are per day rates.

*On some occasions it is necessary for After Care to end early due to school activities such as Trunk or Treat or inclement weather, etc. Every effort is made to give as much advanced notice of these days as possible. There will be no After Care on the following days: The first day of school, the day before Thanksgiving, the last day of school before Christmas and Easter break, and the last day of the school year.

The After Care Program follows the regular school calendar. In the case of any emergency closing/early dismissal for inclement weather, parents/guardians must provide other arrangements to pick up their child(ren). Please utilize your emergency contacts if you are unable to pick up your child by the updated closing time for that day.

The After Care Program at St. Thomas the Apostle School has been established to service the special need of working parents/guardians who desire both a parochial school education and a supplementary after-care in a Christian environment for their children who are enrolled at St. Thomas the Apostle School in Pre-K 4 through 8th grade.

The After Care Program aims to provide care and supervision for those students who require supervision after school hours. The program strives to provide security, consistency and the fair treatment of all children enrolled. The After Care Program is staffed by teachers and teacher aides assigned by the Principal and After Care Supervisor of St. Thomas the Apostle School. All staff members are committed to guiding each child academically as well as in maturity, growth, and self-respect within an atmosphere wherein respect and understanding for others is realized, both for peers and adults.

Regulations:

- Student must be enrolled in grades Pre-K4 through Grade 8.
- Invoices for Program attendance will be billed monthly by Mrs. Fritzen, via email. Please submit payment to the Main Office in care of Mrs. Fritzen. We can also accept credit/debit card payments, which can be made online. If you have any questions regarding your invoice or billing, please contact her directly at cfritzen@sttaob.com. **Students with accounts delinquent for 3 months or more will be dismissed from the program.**

All checks should be made payable to:

St. Thomas the Apostle School

- Students are dismissed through the **Auditorium Doors**. Although they are divided by grade level, siblings will be seated at the same table together.

In order to ensure the safety of our students and staff, no parents will be allowed to enter the auditorium at pick up. A staff member will be contacted and told to dismiss your child to the auditorium doors upon your arrival. After 2:30, faculty, staff and students will not be permitted back into the school building for any reason. This will allow our maintenance staff to start the deep cleaning and sterilization process. If a student has forgotten any books or other items, kindly contact your child's teacher so that they are aware.

Sign-Out Sheets:

- **Whoever picks up your child(ren) MUST sign them out in the book!** This is for security purposes, as well as accuracy in billing. The staff member at the door will write in the time of pick up, but it is the responsibility of the person picking the student(s) up to be sure that the time is correct when they sign the student(s) out. Failure to sign the book and/or indicate the sign-out time may result in being charged for the full 4+ hours for that day.
- You have a 10-minute grace period at the top of every hour. For example, if you arrive by 3:10, you will only be charged until 3:00. If you arrive at 3:15, you will be charged until 4:00, and so on.
- Please be sure that your sign-out sheets remain neat and legible!
- **DO NOT FORGET** to use the notes column to indicate after school activities (i.e. tutoring), or to indicate that a sibling was absent (i.e. Johnny only or Mary only)
- As stated in the After Care Policy handbook, all invoices are emailed home monthly, and must be paid in a timely manner. Any family who has an account that is delinquent three months or more will be removed from the program.
- If you are not receiving your invoices via email, or if you have a change in email address, please be sure to indicate this in the space at the bottom of the sign-out sheet. If there is no change, this space can be left blank.
- When signing out your child on a day that he/she has attended an activity, the time out should be the time you picked them up, and the activity should then be listed in the notes column on the right hand side. Please use the back of the sign out sheet for additional notes. You will then be credited for the amount of time they were out at the activity. For example:
 - Tutoring (until 3:30) credit 1.5 hrs/\$16.00
 - Any half hour activity credit 0.5 hrs/\$6.00
 - Any hour activity credit 1.0 hrs/\$11.00
 - Any 90 minute activity credit 1.5 hrs/\$16.00

*All credits are done per child, per activity

Procedures regarding Illness or Accident: *Please note there is no nurse in the building during After Care.*

1. In cases, which appear to be minor in nature, first aid will be administered on the premises.
2. In cases, which appear serious, the Principal, Supervisor, or adult staff member will make every effort to keep the student calm and comfortable. A parent or guardian will be contacted and an accident report may be written in this case.
3. **Please keep in mind that, although staff is CPR and Epi-Pen certified, there are no medical personnel employed in the After Care Program after 2pm.**
4. In the event of illness, the student will be brought into an isolation room (Ms. Frank's art room) under the supervision of a staff member and a parent will be contacted and asked to pick up their child(ren) immediately. In the event that a parent cannot get there in a timely manner, then please have someone designated to do so. Please let the supervisor know who that person will be. Students in isolation will be dismissed from the art room door located in the back of the building. A staff member will have your sign out sheet ready.

Responsibilities of the Children:

1. Each child is **expected** to respect the Staff, each other, the materials and the physical environment provided. Should a child's behavior become disruptive, the Staff has the right to give the child a demerit, along with informing the parent(s)/guardian(s) and the Principal. After three demerits of repeated behavior, the child will receive an in-school detention. Three detentions will result in suspension from the After Care program for a period of time determined by Ms. Pioppo. If the disruptive behavior continues, it will cause for dismissal from the After Care program indefinitely.
2. Students are required to utilize the scheduled homework time to complete assignments, study or read. **Children must have a book to read for times when their homework is completed during such time.** The After Care staff will be available to help to clarify/read directions for the students and answer brief questions, however the staff will not instruct the students on how to complete any assignments. The staff member in the room is responsible for all students in his/her care, and therefore is unable to give one-on-one instruction. The students must complete assignments to the best of their ability, and direct any specific questions to their teachers on the next school day. Students should utilize the time given for homework to complete any assigned work or study materials. Students are not forced to complete their assignments, however, they are expected to give other students utilizing this time the respect and quiet they need. Parents are still expected to check their child's homework for completion; this is not the responsibility of the After Care Staff.
3. **Snack:** Parents may provide a **nut-free** snack for students to enjoy during After Care hours. Please be mindful that students **will not** be sharing snacks.

4. **Technology:** Laptops and or chrome books may be used for academic use only Monday through Friday during the designated homework time. It is up to the After Care teacher's discretion on whether they feel the website or program is allowed. Students are expected to observe the rules and regulations given in the school's technology guidelines. After the homework hour is over, a hand held video game device such as a Nintendo DS or Switch will be allowed. Staff will be monitoring what is displayed on the screen.
 - a. **Students should not be using any electronic device to text or call any person.** If a parent needs to get in contact with their child for any reason, we highly recommend signing up with the Remind App. This would enable a parent to get in touch with the After Care Supervisor by texting @STTAOBAC to the number 81010. We are currently looking into the use of a phone. We will contact families at a later date when the phone number becomes available. Any student who abuses the use of our technology guidelines may receive a demerit.
 - b. Electronic devices are not to be used to take photos or videos during the After Care hours of operation.
5. **Forgotten Materials:** All students in attendance will be reminded to check their book bags for any missing materials they may need, including toys, jackets and lunchboxes. For the safety of our students and our school, no student will be allowed to go back into the school after 2:30pm. If there is a book or item that is left in the classroom, please contact your child's teacher directly and they will be able to retrieve it the next day during school hours.
6. **Free Play:** Due to the state guidelines, we will be practicing social distancing and the children will be expected to wear their masks with the exception of eating, therefore playtime will be limited. Staff will consult with each other as to how and when they will try to get the students outside for a breather. Of course this depends on the weather as well. Staff will make every effort to keep the students comfortable while ensuring their safety. The students may bring toys or any other item from home that they can use independently (no group activities) to help pass the time.
7. **Uniform:** Students will NOT have the opportunity to change out of their uniform until further notice. We apologize for any inconvenience.
8. **Dismissal:** Due to social distancing guidelines and the attendance of our program, please be sure to keep conversation with staff to After Care matters, only. **This should not be used as a conference time for the teachers on staff.** Please be sure to sign your child out prior to leaving as documentation that your child has been dismissed from our care. It is important that each student is dismissed at the time of parent/guardian's arrival. Please do not congregate with other families and students during pick up. **Students will not be allowed to stay later once a parent/guardian comes to pick up for dismissal.** Please remember that no one will be permitted into the building other than to sign out your child/ren. This

will include the use of school restrooms. If you need to speak with administration, we ask that you email or call the main office the next school day and someone will contact you in a timely manner.

Tentative Daily Schedule:

Monday through Friday –

2:00PM – 3:00PM: Snack (Peanut Free provided by parent) and Relaxation time

3:00PM – 4:30PM: Designated Quiet/Homework Time

4:30PM – 5:30PM: “Free Play” (outdoor activity weather permitting)*

5:30PM – 6:00PM: “Down Time” (Quiet games, movie, etc.)

6:00PM - After Care is closed and the building is shut down for deep cleaning and sterilization

** This is a general overview of our day and does not reflect the times for early dismissal. Times of each activity may vary upon the discretion of the staff members.*

Staff (subject to changes/additions):

Ms. Mary Ann Adami – Supervisor

Ms. Amy Albrecht – Teacher

Ms. Annemarie Dennis – Teacher

Ms. Anne Marie Mundy – Staff

Ms. Nikki Skrodzki – Teacher

Mr. Chris Small – Teacher

Ms. Marygrace Piccolomini - Teacher

Ms. Jeanine Blaes – Instructional Aide

Ms. Kristine Sibbio – Instructional Aide

Ms. Mary Martino – Instructional Aide

Mr. Michael Adami - Staff

Mr. John Blaes – Staff/Substitute Teacher

Contact Information: *All staff communicates through Walkie-Talkie for quick contact and relaying information.*

A contact number to be announced.

** Sign up for updates and alerts by texting @STTAOBAC to the number 81010*

After Care Handbook

I have read the enclosed handbook, which contains all the procedures and regulations of the After-Care Program. My child(ren) and I understand our responsibilities and will adhere to the procedures and regulations set forth in this Handbook.

Signature of Parent/Guardian: _____

Signature of Student (Gr. 3 and Up must be signed):

Name of Student(s): *(Please print)*

Grade

Date: _____

My child(ren) will attend After Care on the following days:

- Mondays
- Tuesdays
- Wednesdays
- Thursdays
- Fridays