

8. **EARLY CLOSING:** It may be necessary to close the Afterschool Program due to inclement weather. You must have a plan in place where students should know exactly what they are to do in this circumstance. There are too many students in our care for the school to contact each family individually. A form will be sent in the fall regarding this information. Please keep an eye on local channels, 22 & 40, as well as local radio stations for updates on school closures.

9. **EARLY RELEASE DAYS:** On these days, special snacks are made; tacos, pizza, pancakes, to name a few. Students may bring their own snacks if you prefer.

10. **CLOTHES:** We strongly recommend that each child brings in 'play clothes' to change into afterschool.

11. **MEDICAL NEEDS:** Please be sure to notify the Afterschool Director (csullivan@stmarysparish.school) of any medical needs, allergies, illnesses, or anything else that you think may be important regarding your child.

12. **TO REACH THE PROGRAM:** During regular school hours, messages can be left in the Main Office at **568-2388**. You can also email at asp@stmarysparish.school

13. **IN ADDITION TO THESE POLICIES:** All policies stated in the St. Mary's Parish School Handbook apply to the Afterschool Program as well as the Preschool Program.

14. **ADDITIONAL INFORMATION:** As with anything else, unexpected situations and issues will arise that could not be anticipated or outlined in our handbook. The Principal and the Afterschool Director reserve the right to amend this handbook for just cause. Parents will be notified of any changes.

Please keep this flyer handy for reference throughout the year.

Last updated 8/30/22



**AFTERSCHOOL PROGRAM
2022-2023 SCHOOL YEAR**

Program Information

PURPOSE: St. Mary's Parish School offers a quality, secure, and cost effective after school program to assist students and their families. The program compliments the school's objective of educating children in a well-rounded environment of Catholic Christian values, and academic excellence.

OPERATION: The Afterschool Program operates on school days 2:00pm - 5:30pm. On early release days, the program will open at dismissal.

STAFFING: The staff members include a Director and Assistants. All staff meet the employment standards of St. Mary's Parish School as well as the Diocese of Springfield. The staff are under the direct supervision of the Parish School Principal.

ELIGIBILITY: Registration in the program is available to any student enrolled at St. Mary's Parish School in all grades (Preschool-8th).

FEES & COSTS: All are nonrefundable. Registration fee is \$50.00 per family. \$7.00 per hour for each child, with a minimum of one hour each day.

Billing will be done on 15-minute intervals after the first hour.

Pick-up times are flexible, but closing is 5:30pm SHARP.

A late fee of \$1.00 per minute will be charged after 5:30pm.

Monthly bills will be issued by the 15th of each month with payment due by the 30th of the same month. The bills will be added to your electronic tuition bill for payment. These due dates will be strictly enforced. Services will not be available to anyone who fails to pay their bill by the 30th of each month.

DAILY ACTIVITIES/ROUTINE: Afterschool activities include: daily snack (provided by the program), structured play and physical education activities, independent homework and reading time, arts and crafts and special videos.

While our staff is always willing to help out with homework, there are many kids enrolled in the Afterschool Program and not as many staff! There will be days that all homework has not been completed while at the program.

Program Information

1. **CODE OF BEHAVIOR:** While we believe in a relaxed atmosphere for your children at the Afterschool Program, it is necessary to maintain safety and order. While indoors, we ask children to play in a quieter manner. They are also expected to respect the other children's belongings, as well as speak courteously to each other. After snack time and play, children should leave the area neat and in order.

2. **DISCIPLINE:** If a child is misbehaving and/or creating a safety hazard, they will receive a verbal warning and a subsequent time out. In the event of repeated misbehavior and unwillingness to comply, it may be necessary to contact the parent. Further difficulty may result in a withdrawal from the program.

3. **SNACK:** Snack and drink will be provided daily. We ask that you do not send candy or gum with your child. If your child has a food allergy, please provide our staff with a list of snacks your child can have. We only serve peanut and tree nut free snacks.

4. **EARLY DISMISSAL FOR ILLNESS:** If your child becomes ill during their time at the Afterschool Program, we will contact the parent at their place of employment. Please indicate on the registration form if you would prefer someone else to be contacted. If your child is dismissed from school/afterschool for ANY reason they are not permitted to return to school.

5. **REGISTRATION:** Registration form must be completed and returned along with the registration fee before the student attends the Afterschool Program. There is limited space in the program, and it is first come, first serve.

6. **SCHEDULE CHANGES:** Anytime your child's schedule changes (any change from scheduled days of attendance), you must submit a written note, and phone calls must be no later than 2:00pm.

7. **PICK-UP ONLY:** Only those listed on the registration form may pick up your child. Proper identification, such as a license, will be required. All students will be signed out by Afterschool Program staff, to this authorized and properly identified adult. We ask that when you sign out your child, you let them know that it is time to leave. We understand that it is hard to get them going, but it would be much appreciated by the staff.