

ST. MARY SCHOOL

After School Care Program Handbook 2024-2025



Aftercare Director: Mrs. Regina Schaffer

Welcome to St. Mary School After School Care Program. We are committed to providing a loving Christian, safe, positive, and structured environment for all students from Preschool (must be fully potty trained and self-sufficient in the bathroom) through 8th grade. St. Mary School After School Care Program will be held in **Marian Hall** for the 2024 – 2025 school year.

Participation in the St. Mary School After School Care Program is a privilege. Due to the high demand of students who need to attend aftercare, we are requesting that students with working parents ONLY attend the program. This is not a program intended for babysitting, play dates, and students who want to be with their friends.

Below are a few things you should know about the program.

1. The After School Program will be in session every day until 5:30 p.m. A snack will be provided each day with a drink.
2. If your child will not be attending the program on a scheduled day, please send a note to the school addressed to “After School Care Program” along with a note to the teacher. **Without a note the child will remain in After School Care.**
3. We accept children from Preschool through 8th grade. The program includes activities such as indoor and outdoor play periods. All students must be able to conduct themselves safely and appropriately in a group setting. The extended length of a school day may be difficult for some children. If adjustment to this extended day is not in the best interest of all the children, your child may be asked to leave the program. With the love of Jesus and His Mother Mary, we will work together to make this program an enjoyable and fun-filled experience for your child.
4. **THERE WILL BE NO AFTERCARE ON ANY SCHOOL EMERGENCY CLOSING DAY. (i.e. Snow)**
5. After Care pick up will be in Marian Hall (underneath the Church). Please park your car in the lot. You may not park along the curb of the Church. Enter through side door of the church, down the stairs, and ring the bell.

Behavior Expectations/Rules for Students:

St. Mary School is committed to creating a successful environment for your children. We believe in respect for each other. Students must be able to understand, follow the program rules, and interact with peers in a socially appropriate manner. The students should keep their hands and feet to themselves and be kind to one another by helping and sharing. The students will not engage in repetitive, aggressive, harmful, or disruptive behavior. If your child is unable to follow the program rules, the following will be instituted:

- 1st infraction – 5-minute time out. Aftercare Director will speak with parent at pickup and the behavior will be noted in log.
- 2nd infraction – 5-minute time out. Aftercare Director will speak with parent at pick up, behavior will be noted in log, and Aftercare Director will speak with the principal.
- 3rd infraction- student will be suspended from the program for 3 days.
- After two suspensions from the program for behavior, the student will be asked to leave the program for the remainder of the school year.

Payment is due every Monday or the first day of the week your child attends the program. **PAYMENTS MUST BE MADE WEEKLY.** If payments are continuously late, you will be warned, and if it continues, your child will be suspended from the program. Make checks payable to St. Mary School After School Care and place in an envelope to the attention of Mrs. Schaffer.

The After School Care Program will be in session every day until **5:30 pm.** with the exception of half days. **Pick up on half days will be at 3:30 pm.** Your child/ren must be picked up on or before **5:30 pm** on full days and **3:30 pm** on half days in Marian Hall. This is the responsibility of the parents. If you are unable to pick up your child/ren by **5:30 pm.** please make other arrangements for your child/ren to be picked up. If parents do not pick up by **5:30 pm** on full days and **3:30 pm** on half days, your emergency contacts will be called to come pick up your child/ren. There will be a late charge of **\$10.00 for the first 5 minutes late with an additional \$1.00 for each minute thereafter** for any child picked up after **5:30 pm** on full days and **3:30 pm** on half days. Continuous **late pick up (2 or more times) will result in suspension from the program for one week. If you are suspended from the program 2 times you will be asked to leave the program for the year.** The After School Care Program is not a baby-sitting convenience for students serving detention or missing their bus. Students will not be permitted to attend the After School Care Program unless they have been enlisted into the program by a parent or guardian. If you have any questions, please feel free to call the school.

St. Mary School After School Care Payments

Registration Fee: \$50.00

One Child:

1 Day	\$20.00
2 Days	\$35.00
3 Days	\$50.00
4 Days	\$65.00
5 Days	\$80.00

Family:

1 Day	\$30.00
2 Days	\$50.00
3 Days	\$70.00
4 Days	\$90.00
5 Days	\$110.00

St. Mary School After School Care – Registration Form

Please Print:

Child's Name _____ Grade _____

Second Child _____ Grade _____

Third Child _____ Grade _____

Address _____

Father's Name _____ Cell # _____

Location of Employment _____

Work # _____

Mother's Name _____ Cell # _____

Location of Employment _____

Work # _____

Child's Doctor _____ Phone # _____

Physical Defects/Allergies _____

Emergency persons authorized to pick up child/ren:

Name: _____ Cell Number: _____

Name: _____ Cell Number: _____

I give St. Mary School authorization to get medical help for my child/ren in an emergency situation when I cannot be reached. Name _____

Parent's Signature _____

Date when child/ren will start _____

Circle days of week needed: M T W TH F **PAYMENT IS DUE EVERY MONDAY OR THE FIRST DAY OF THE WEEK YOUR CHILD ATTENDS THE PROGRAM. PAYMENTS MUST BE MADE WEEKLY.**

Registration fee: \$50.00

Registration form and fee and the attached contract must be received no later than Wednesday, June 12, 2024 to reserve your child/rens enrollment for the new school year. If we do not receive the paperwork by June 12th, we cannot guarantee your enrollment for 2024/2025 school year.

For registrations during the school year, students will be accepted into the program if there is availability and parents must register one full week before their child(ren) may attend the program.

Mail to: St. Mary School, 32A Carroll Avenue, Williamstown, NJ 08094

ST. MARY SCHOOL AFTER SCHOOL CARE CONTRACT

(Please return this contract with Registration Form and Payment.)

Parent name: _____

Student(s) name: _____

- I understand that payments are due every Monday or the first day of the week that my child/ren attend aftercare.
- I will send payments in an envelope. I will put on the front of the envelope my child/ren name, days my child/ren will be attending aftercare, the payment amount, and attention to Mrs. Schaffer.
- I understand that aftercare is intended for working parents only and is not for babysitting, play dates, and for students who want to play with their friends.
- I understand that I will need to arrange for my child/ren to be picked up each day by 5:30 pm on full days and 3:30 pm on half days in Marian Hall.
- I understand that if I pick up my child/ren after 5:30 pm on full days and 3:30 pm on half days, I will be charged \$10.00 for the first 5 minutes late and an additional \$1.00 for each minute thereafter.
- I understand that if I am late 2 or more times for pickup, my child/ren will be suspended from the program for one week.
- I understand that if my child/ren does not follow the program rules and acts in an inappropriate manner there will be consequences.
- I understand that if my child/ren is suspended for lateness or behavior two times, they will be asked to leave the program for the year.

I, _____, have read and understand the above contract and After School Care Handbook as written. I agree to its terms and acknowledge my responsibilities for payment, pick up time, and all other policies as written.

Parents Signature

Date