

**Immaculate Conception School –  
Union, MO**

**Before Care & After Care  
Program**

**HANDBOOK**



**IMMACULATE CONCEPTION SCHOOL – UNION, MO  
BEFORE AND AFTER CARE PROGRAMS HANDBOOK**

**PHONE NUMBERS** (636) 583-2641 School Office  
**FOR BILLING QUESTIONS** Mrs. Kathy Arens, Parish Office (636) 583-5144

**PHILOSOPHY**

The philosophy of the Before and After Care program at Immaculate Conception School is consistent with the philosophy of the school. (see Parent/Student Handbook)

**PROGRAM DESCRIPTION**

The programs known as Before and After Care, allow for recreation, socialization, directed activities, and time for the completion of homework. Before and After Care time is not to be considered a tutoring time for students. Optional homework time will take place after students are checked in, snacks have been distributed and tables are cleaned up to prevent any damage to schoolwork or books.

**PURPOSE FOR THE PROGRAMS**

We will provide a safe, well-supervised environment for our school children while parents/guardians are at work. The service will be offered only on scheduled school days and only for students enrolled in Immaculate Conception School. There will be no Before or After Care on snow days or when school is not in session. There will be no After Care on early dismissal days or on the last day of school before summer break.

**UNPLANNED EARLY DISMISSAL**

If school is dismissed early because of an emergency, an adult will remain with the students until you make arrangements for pickup. They must be picked up within one hour of dismissal. Any student staying longer will be charged a \$10.00 late fee.

**PROGRAM TIMES**

Before Care program hours: 6:00 a.m. to 7:15 a.m.

After Care program hours: 3:00 p.m. until 6:00 p.m.

All students must be picked up by 6:00 p.m. No Exceptions.

If your student is dropped off for school before 7:15 a.m. or not picked up from school by 3:10 p.m., you will find your student in the After or Before Care program.

**REGISTRATION**

All IC students are considered registered for the Before Care/After Care programs as we have family information through the FACTS program and are able to bill families through FACTS Financial.

**PROGRAM FEES**

**Before Care hours 6:00 A.M. — 7:15 A.M.**

- 1 Child – \$4.00
- 2 Children – \$5.00
- 3 or More Children – \$6.00

**After Care hours 3:00 P.M. -- 6:00 P.M.**

	<b>One Child</b>	<b>Two Children</b>	<b>Three or More Children</b>
1 Hour	\$4.00	\$5.00	\$7.50
2 Hour	\$6.00	\$8.00	\$10.50
3 Hour	\$7.00	\$10.00	\$12.75

If a student is present for any part of one hour, an hourly fee is applied. Students must be picked up by 6:00 p.m. For students that are not picked up by 6:00 p.m., a \$10.00 late fee will be applied. After three late charges your student may be excluded from the program.

**PAYMENT**

Charges will be billed monthly through Incidental Expenses in FACTS Financial.

**MEDICATION**

No medication will be dispensed during Before and After Care. If your student has a medical condition that requires special attention, please advise the supervisor.

**ILLNESS OR INJURY**

If a student is injured during the Before Care or After Care program, the adult supervisor will administer first aid and attempt to contact the student’s parent/guardian. The supervisor will also attempt to contact any of the student’s Emergency Contacts listed in the FACTS program, if a parent/guardian is not able to be reached. If a parent/guardian or Emergency Contact cannot be reached, the supervisor will do any or all of the following:

- a. Contact your physician or medical center for assistance.
- b. Call an ambulance.
- c. Have the student taken to the emergency room.

**SNACKS**

During After Care, students will be provided with a snack, similar to a bag of chips, cookies, pretzels.

**SIGN IN AND OUT**

Parents/Guardians or approved pick-up contacts must sign the student in for the Before Care program or out for the After Care program using the FACTS program on the provided iPad. This is both necessary for security purposes and in order to assess the correct amount to charge for the

day. A student may not sign themselves in or out. A student can only be released to a parent/guardian or approved pick-up contacts listed in the FACTS program. If a parent/guardian needs to update their Emergency Contact/Transportation Contacts, they can do so via FACTS Family Portal -> Web Forms.

## **RULES AND GUIDELINES**

1. All students under the care of our programs will place their personal items in their book bags and put them in the designated area in a neat manner. These items are to remain in this area and removed only upon special request or at time of departure. Supervisors will not be responsible for misuse, damage, or loss of personal items.
2. Students will not be allowed to return to their classrooms unless their teacher is pre-sent in the classroom.
3. Upon departure, the student must be signed out by parent/guardian, and personal items taken home.
4. Personal items, including cell phones, may not be used during After Care or Before Care. Items will be taken and given to the office, where they may be picked up by a parent/guardian.

## **DISCIPLINE:**

Students respect the wisdom of adults to set reasonable limits for them. Limits are necessary to maintain safety, protect health, and guard the rights of each individual. Constructive methods of discipline will be used to promote a student's self-discipline and good behavior.

1. If a student is having problems in the program, a conference will be arranged with the supervisor, principal, and a parent/guardian.
2. Any student who is consistently disruptive and disrespectful will be placed on probation and if necessary, dismissed from the program.
3. Students must show respect for any adult supervisor by using the proper title of address, i.e., Mr., Mrs. or Miss. They must obey the adult supervisors at all times, no arguing or back talk to the adult will be tolerated.
4. Students may not leave the designated program area without permission.
5. Students are not to play with sticks or rocks.
6. Students are to follow the guidelines of the regular school day when using playground equipment. See playground policy in Parent/Student Handbook.
7. Students are to put away equipment, toys, crayons, blocks, or anything they have played with during the session.
8. When the student's parent/guardian arrives, he/she should stop playing immediately, put toys or equipment in the proper place, gather personal belongings, and prepare to go home.
9. Homework is the student's responsibility and may be done anytime during After Care.
10. No student will be allowed to stay indoors without supervision when the group plans to go outside or visa-versa.
11. Students are to be respectful during snack time and remain seated until everyone is finished. They are to clean up the table area.
12. Once students leave school, they may not return to After Care. (Examples: If a parent picks up a student, they may not return the student to After Care. A student may not leave to go for ice cream, soda, etc. off the school premises and return to After Care.

**LOCATION**

The cafeteria is designated as the Before Care and After Care location. The students are to report to the cafeteria immediately after school. Upon arrival, students will be checked in via the FACTS program and snacks will be served. If the weather is pleasant, the playground will be the designated area used for the program.