

Immaculate Conception School Before Care & After Care Program



Handbook & Registration Form

**IMMACULATE CONCEPTION SCHOOL
BEFORE AND AFTER CARE PROGRAMS**

PHONE NUMBERS (636)583-2641 School Office

FOR BILLING QUESTIONS Mrs. Kathy Arens, rectory office (636) 583-5144

PHILOSOPHY

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

PROGRAM DESCRIPTION

The programs known as Before and After Care, allow for recreation, socialization, directed activities, and quiet time for the completion of homework. Before and After Care time is not to be considered a tutoring time for students. Homework time will take place after roll and snack are over 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 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 AFTERCAE on early dismissal days or on the last day of school before summer break.**

PROGRAM TIMES

The Before Care Program hours are from 6:00 a.m. to 7:15 a.m. and the After Care Program hours are from 3:00 p.m. until 6:00 p.m. **ALL Students must be picked up by 6:00pm. No Exceptions.**

REGISTRATION FEE

One Child / One Program/Before or After Care	\$15.00
One Child / Both Programs/Before & After Care	\$20.00
Two or More Children / One Program	\$30.00
Two or More Children / Both Programs	\$40.00

If you wish to enroll your child, please send the registration form included in this packet and the registration fee to the school office. Statements are sent out on a monthly basis and you are billed according to utilization of this program. Charges for the week are billed on the last day of the week on the billing statement.

PROGRAM FEES

Before Care 6:00 A.M. -- 7:15 A.M.

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

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

	<u>One Child</u>	<u>Two Children</u>	<u>Three or More Children</u>
1 Hour	\$4.00	\$5.00	\$7.00
2 Hours	\$5.00	\$7.00	\$9.00
3 Hours	\$6.00	\$9.00	\$11.00

PAYMENT

Please make checks payable to IMMACULATE CONCEPTION SCHOOL. Students signed up for After Care, must report to After Care before being dismissed to another teacher (example: helping in a classroom, tutoring purposes, etc.) and charges will be applied for these students. **If a child is present for any part of one hour, an hourly fee is applied.**

Children 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 child may be excluded from the program. If your child is dropped off before 7:15 a.m. or not picked up by 3:15 p.m., you will find your child in the After or Before Care room. These child/children will be allowed to drop in only one time before the registration fee and hourly service charges will be assessed.

INCLEMENT WEATHER

If school is dismissed early because of inclement weather, an adult will remain with the children 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.

MEDICATION

No medication will be dispensed during Before and After Care. If your child has asthma, please advise supervisor, when this child should stay inside to prevent an attack.

ILLNESS OR INJURY

If a child is injured during the Before Care or After Care Program, the adult caregiver will administer first aid and attempt to contact the child's parent or guardian. The caregiver will also attempt to contact any of the persons listed on the emergency form if a parent is not contacted. If a parent/guardian cannot be reached, the caregiver will do any or all of the following:

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

SNACKS AND BREAKFAST

Children will be provided with a breakfast snack, similar to a granola bar. White milk is also available in the morning. After school, children will be provided with a snack, similar to a bag of chips.

SIGN IN AND OUT BOOKS

Parents or guardians **MUST SIGN THE CHILD/CHILDREN IN** for the Before Care program **OR OUT** of the After Care program **EACH DAY AND WRITE THE TIME** so that we can assess the correct amount to charge for the day. **A student may not sign themselves in or out**. A child can only be released to parents or guardians listed on the emergency form unless a parent sends in a note or calls the office with a new name. **Students will not be released to a new person that is not listed on the emergency form without a note or phone call from the parent.**

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. Caregivers will not be responsible for misuse, damage, or loss of personal items.
2. If the student asks to change clothes or removes their uniform, they are to put these clothes with their personal items. In the event the uniform is left out and not placed in the correct area and taken home that night, the student will not be allowed to remove their uniform in After Care for one month.
3. Students will not be allowed to return to their classrooms unless their teacher is present in their classroom.
4. Upon departure, sign out book must be signed by parent or guardian, adult supervisor notified, and personal items taken home.
5. 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 parents.

DISCIPLINE:

Children 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 child's self-discipline and good behavior.

1. If a child is having problems in the program a conference will be arranged with the caregiver, principal, and parents.
2. Any child 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 or guardian arrives, he/she should stop play 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 School Care. The facilitator will not require the student to do homework unless requested by the parent.
10. No student will be allowed to stay indoors without supervision when the group plans to go outside or visa-versa.
11. Students will not be allowed to purchase soda during Before and After Care Programs.
12. Students are to be respectful during snack time and remain seated until everyone is finished. They are to clean up the table area.
13. Once children leave school, they may not return to After School Care. (Examples: If a parent picks up a child, they may not return the child 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, roll will be taken and snacks served. If the weather is pleasant, the playground will be the designated area used for the program. If the students are not in the designated area, a note will be left indicating the group's location.

INFORMATION

If you wish to enroll your child in these programs or have questions, please contact the school office for further information. The office phone # is (636)583-2641.

**REGISTRATION FORM
BEFORE / AFTER CARE PROGRAMS**

For detailed information about the programs, please refer to the Before/After Care Handbook
under the Forms tab of the school website:
www.icschoolunion.com/forms

PARENT'S NAMES: _____

PHONE NUMBERS:

Home Numbers: Mom _____ Dad _____

Work Numbers: Mom _____ Dad _____

Cell Numbers: Mom _____ Dad _____

CHILD/REN'S NAMES & GRADE & TEACHER:

LIST PERSON OR PERSONS ALLOWED TO PICK UP YOUR CHILDREN:

Name	Phone # (s)
_____	_____
_____	_____
_____	_____
_____	_____

DAYS ATTENDING BEFORE CARE: PLEASE CHECK THOSE WHICH APPLY

Daily _____ Occasionally _____ M _____ TUES _____ WED _____ THURS _____ FRI _____

DAYS ATTENDING AFTER CARE: PLEASE CHECK THOSE WHICH APPLY

Daily _____ Occasionally _____ M _____ TUES _____ WED _____ THURS _____ FRI _____

...continued on reverse

PROGRAM FEES:

Before Care 6:00 A.M. -- 7:15 A.M.

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

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

	<u>One Child</u>	<u>Two Children</u>	<u>Three or More Children</u>
1 Hour	\$4.00	\$5.00	\$7.00
2 Hours	\$5.00	\$7.00	\$9.00
3 Hours	\$6.00	\$9.00	\$11.00

REGISTRATION FEES:

One Child / One Program	\$15.00
One Child / Both Programs	\$20.00
Two or More Children / One Program	\$30.00
Two or More Children / Both Programs	\$40.00

REGISTRATION FEE PAID: \$ _____

CHECK #: _____ **CASH:** _____