



ST. PAUL THE APOSTLE SCHOOL
Before~AFTER SCHOOL CARE
HANDBOOK



APOSTLE SCHOOL
BEFORE/AFTER SCHOOL CARE (B/ASC)

CONTACT INFORMATION:

- School Office: 949-1690 ext. 222 (Isalva@stpaul-school.org)
- Director:
- After School Care: 334-5106 (during B/ASC hours only)

LICENSING:

- State of Michigan; Licensing and Regulatory Affairs (LARA)

CPR AND FIRST AID CERTIFICATION:

- Program Director
- B/ASC staff

PURPOSE:

- To meet the needs of students and families
- To provide a safe, nurturing, and consistent environment which reflects the teachings of the Catholic Church

ADMISSION POLICY:

Prior to admission for care each child must have the following on file:

- Child Information/Program Release Card
- Health and Immunization Form
- Signed statement that child is in good health
- Signed B/ASC contract

Additionally:

- The child/ren must be registered student(s) of SPA School.
- All prior year B/ASC charges must be paid in full.
- Students may register for care at any time during the school year.

WITHDRAWAL:

To avoid unnecessary charges and ensure appropriate planning please provide:

- Written notice two weeks prior to withdrawal

For the benefit and safety of students and staff:

- The B/ASC program reserves the right to deny admission to any child in situations where the program is not meeting the child's individual needs, or if the child's presence is interfering with the needs of others.

AFTER SCHOOL CARE CLOSING:

- The B/ASC program will be closed for days-off, inclement weather, or any emergency situation that requires St. Paul the Apostle School to cancel classes.
- The ASC program does not provide care on half-days when dismissal occurs at 11:00 a.m. so the ASC staff may participate in professional development opportunities.

EMERGENCY PROCEDURES:

- The B/ASC program follows the Emergency Closing Policy of St. Paul the Apostle School as found in the Parent/Student Handbook.
- Should an emergency situation arise during the regular B/ASC hours of care, we will make every attempt to contact you so that you may be involved in making a decision about the care of your child.
- An **Emergency Plans** document is available online (www.stpaul-school.org), in the school office, and in each licensed area for review. The St. Paul the Apostle School **Emergency Guidelines** is available onsite by request.

ACCIDENTS:

- In case of accident or injury, adequate First Aid supplies are available.
- Any accident that occurs while under the B/ASC program's supervision will be reported to the parent(s).
- An accident report will be filled out, and a copy will be kept on file.

HEALTH AND SAFETY:

- Your child/ren will be properly supervised at all times by a qualified ASC program employee.
- Rules and procedures provide a safe and enjoyable environment for all participants. Adherence to the rules and procedures is imperative.
- Children who are ill should remain at home. If your child becomes ill, or symptoms of illness appear during the B/ASC program hours, parents will be notified for pick-up.

COMMUNICATION:

- A variety of methods may be used when deemed necessary: notes, phone calls, emails. Immediate concerns will be discussed at pick-up time.
- Please feel free to contact the office or director at any time with questions or concerns.

PROGRAM:

- The B/ASC program adheres to all St. Paul the Apostle School policies as detailed in the Parent/Student Handbook.
- The BSC program will open at 7:00 a.m. unless special arrangements are made with the director and caregiver.
- The ASC program will operate Monday through Friday from 3:10 - 5:30 p.m. during the school year except as noted in the After School Care Closing section.
- Each of the ASC staff offers unique talents and activities to the children.
- Daily activities include:
 - Hand washing and snack
 - Outdoor and/or gross motor activities
 - Indoor games, arts and crafts
 - Homework time and assistance as needed
- Additional activities may include:
 - Cooking
 - Story/library time
 - Computer time
 - Appropriate movie and popcorn (Fridays only)

NUTRITION:

- Each ASC session will include time for a snack and/or beverage.
- Nutritious snacks develop life-long habits for health and are highly recommended.

DISCIPLINE:

- All St. Paul the Apostle rules noted in the Parent/Student Handbook apply during the Before/After School Care program.
- The B/ASC Discipline Policy reflects the policy of the school and can be found under various headings in the Parent/Student Handbook: Anti-Bullying, Christian Behavior, Discipline and Responsibility, Harassment, Internet Use

FIRE/TORNADO DRILLS:

- The students are trained to respond to the sound of the alarms by using the nearest exit or proceeding to a safe building location. Also, see Emergency Plans document.

ARRIVAL/DISMISSAL; SIGN-IN/ OUT:

- Please ring school doorbell first for admittance. Next, contact the B/ASC staff, 334-5106, to notify of your arrival.
- The staff will meet you at the main door of the school.
- Students will be readied for dismissal based on the registration schedule provided in advance.
- In the event that your scheduled pick-up time is during outdoor activities, your child/ren will take all belongings to the playground.
- Children **will not** be released to anyone other than those pre-designated **in writing** by the parent or guardian. These policies are for your child's safety and protection!
- The ASC staff will record pick-up time using the cell phone as reference.
- Children **will not** be released from the ASC program until the parent or authorized individual has signed them out.

LAST CHILD SIGN OUT:

- In the very rare event that your child is the second to last child picked up AND there is no other school/staff/volunteer available, you may be asked to stay with the ASC employee until the last child is picked up.
- This policy is in direct response to VIRTUS training and is for the children's safety/protection.

BEFORE/AFTER SCHOOL CARE PROGRAM RATES:

- Payment is due the last Thursday (that we are in session) of the month prior. Example: October payment is due last Thursday in September.
- Payment is expected for scheduled hours.
- Calendar schedule is due the 1st Thursday (that we are in session) of the month prior. Example: October calendar is due 1st Thursday of September.
- BSC charge is \$4.00 (\$5.00 Drop-in) for any arrival 7:00 – 7:40 a.m. (Please see SPA handbook regarding arrival time.)
- ASC is billed on a per hour basis. **Any fraction of one hour**, including 3:10 p.m. – 4:00 p.m., except for the period between 5:00 – 5:30 p.m., is considered an hour of service.
- **Unusual care time:** For instance if a child attends a practice or tutoring after school and also attends ASC before/after the

event, the **minimum charge** for care is one hour = \$4.00 pre-registered/\$5.00 drop-in.

BEFORE/AFTER SCHOOL CARE PROGRAM RATES CON'T:

- **Pre-registered families:**
 - First two children in family = \$4.00 per hour each (5:00 - 5:30 = \$2.00 each)
 - Three children per family = \$10.00 per hour (5:00 - 5:30 = \$5.00)
 - Four+ children per family = \$12.00 per hour (5:00 - 5:30 = \$6.00)
- **Drop-ins**
 - Drop-ins are accepted on an availability basis by contacting the school office prior to care.
 - The rate for drop-ins = \$5.00 per hour each. (**Any fraction of one hour** between 3:10 - 4:00 p.m. = \$5.00, 4:00 - 5:00 p.m. = \$5.00, 5:00 - 5:30 p.m. = \$2.50)
 - BSC drop-in = \$5.00 beginning at 7:00 a.m.
 - **Payment is due at pick-up or the following school day.**
 - **A late fee of \$10.00 will be added when drop-in fees are not paid within three days of care and each week thereafter until paid in full.** It is not the job of the director to bill for drop-in care. If you are unsure of the amount due, please contact the director immediately.
- **Charges for late pick-up:**
 - Since billing is by the hour, pick-up after the pre-registered hours of **4:00** or **5:00 p.m.** (Please notify the ASC caregiver by phone if an emergency situation arises.)
 - Each child = \$5.00 per hour with a minimum \$5.00 charge
 - Please add the additional charges to your next scheduled payment.
- **Charges for pick-up after closure (5:30 p.m.)**
 - Each child = \$5.00 per fifteen (15) minute interval
 - Minimum charge = \$5.00
 - Please add the additional charges to your next scheduled payment.

- **Late payment:**
 - Payment is due one month prior to service.
 - When payment is not submitted by 5:30 on the due date, the care will be considered drop-in and should be calculated at \$5.00 per hour.
- **Payment for services must be current for a child to remain in the B/ASC program.**
- **Unpaid amounts will be referred to the school office for collection.**

METHOD OF PAYMENT:

- Checks made payable to St. Paul the Apostle School with a memo of After School Care is preferable.
- When payment is made in cash a written receipt will be provided requiring your signature.
- Checks returned for **insufficient funds** will result in a **\$5.00** fee or the current amount charged by the bank if it should increase.

St. Paul the Apostle Before and After School Care Program reserves the right to make changes to the handbook as deemed necessary.

St. Paul the Apostle Mission Statement

St. Paul the Apostle School will provide a God-centered education, fostering spiritual, intellectual, aesthetic, social and physical growth which will enable students to live as faith-filled Catholics in a diverse world.