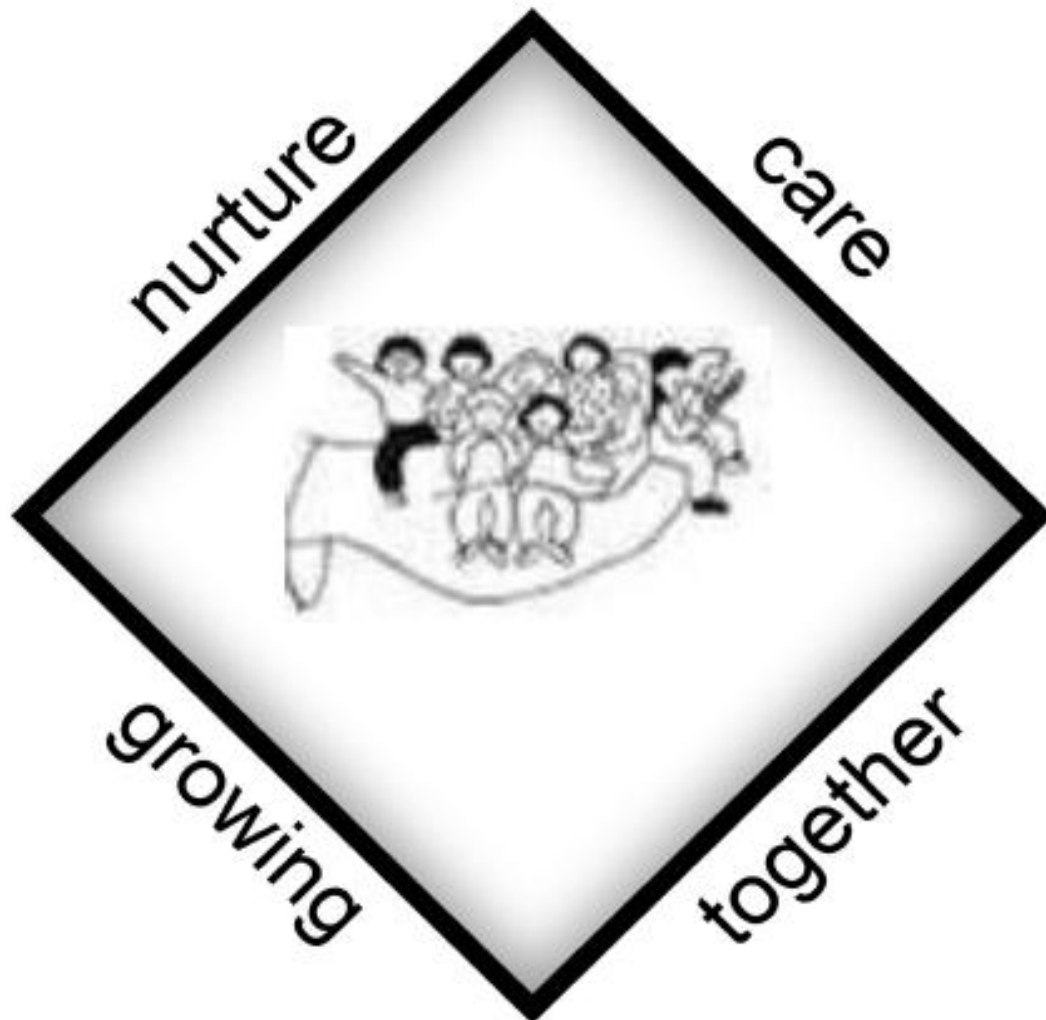


St. Paul's

Before and After School Care Program



Parent Handbook

2010 –2011

St. Paul's

Before and After School Care Program Guidelines

PROGRAM: Your child is now enrolled in a before and/or after school care program at St. Paul's. A variety of academic enhancement and enrichment activities, including homework assistance, indoor and outdoor games, and arts and crafts have been planned for your child's time in our program. If we can be of assistance please do not hesitate to call us at 305-271-3171. You may also e-mail Kathy Salton at: stpaulbascp@bellsouth.net

SNACKS: Each day a snack will be provided for your child during the after school care program only. Please notify staff of any food allergies upon registration. If your child is unable to eat the snacks provided during the after school care program, please contact our office. In this case, you will be responsible for providing a nutritious snack that suits the needs of your child.

REGISTRATION: All sections of the registration form must be completed and signed. **EMERGENCY CONTACT INFORMATION and AUTHORIZED PICK-UP IS MANDATORY.** It is extremely important that you immediately notify the before and/or after school care program manager if you require any changes on your child's registration form.

PROGRAM HOURS AND FEES: Below are the hours of operation for you're before and after school care programs. Registration Fee \$10.00 per child.

Before School Care	7:00 a.m. – 8:30 a.m.	\$15/Weekly (Paid Monthly) see schedule
After School Care	2:30 p.m. – 6:00 p.m.	\$30/Weekly (Paid Monthly) see schedule
Story Time Only for Kindergartener and 1 st Grade Students	2:30 p.m. – 3:30 p.m. ONLY This 1 Hour	\$20/Weekly (Paid Monthly) see schedule
Before and After School Care	7:00 a.m. – 8:30 a.m. 2:30 p.m. – 6:00 p.m.	\$45/Weekly (Paid Monthly) see schedule
Occasional Drop-In Fee		\$5 per any part of an hour

Fees must be paid in advance based on the enclosed payment schedule. Fees may be paid by cash or check.

St. Paul's

Before and After School Care Program Guidelines – Continued

LATE PICK UP FEE: Program ends at 6:00 p.m. A late fee of \$10 per 15 minutes per child will be charged for children not picked up on time.

LATE PAYMENT FEE: A late payment fee of \$10 will be charged for payments not received prior to the first day of the service period.

NON-SUFFICIENT FUNDS/RETURNED CHECKS: If a check is returned for any reason or for non-sufficient funds, we WILL NOT redeposit it. For your child to remain in the program, you will be required to bring only cash for the amount of the check and any additional service charge made by our bank, within 24 hours of notification. Should this happen more than once, we will ask that all your future payments be made in cash.

Before School Care Arrival Procedures: Each child must be signed in daily no earlier than 7 A.M. within the school building by an authorized person listed on the child's registration card.

RELEASE OF CHILDREN: Children may be picked up any time prior to 6:00 p.m., but they must be picked up NO LATER than 6:00 p.m. If an emergency arises, you are expected to notify the after school care program accordingly.

DISMISSAL PROCEDURES: Sign-Out and Pick Up: Each after school care child must be signed out from the after school office by an **AUTHORIZED PERSON** listed on the child's registration form. The authorized person will be asked to present an official government photo identification card such as a driver's license, state ID, military ID or passport. Once the ID is verified, a pick-up pass will be issued enabling the authorized person to retrieve their child directly from the designated employee(s) assigned to release that school sites after care students. Any other person that is not listed on the child's registration form must display permission in writing from the parent or legal guardian and be able to present an official government photo identification card that has been verified by the programs designed employee (s) before the child can be released.

St. Paul's

Before and After School Care Program Guidelines – Continued

Authorized Persons: ONLY those persons listed on your child's registration form are considered authorized. If a person is not listed, they are not considered authorized to pick up your child. Verification by the after school care program director or designee will be made before any child is released to a person not listed on the registration form.

Changes in Dismissal Procedures: If there is any changes in the dismissal procedures for your child, daily or continuous, please notify the after school office in person or in writing immediately. This will help to ensure the safety of your child. If for, whatever reason, you pick up your child early from the regular day school program, please contact the before and/or after school program office as expediently as possible.

ILLNESS/ACCIDENTS: Should your child become ill or injured during the program, you will be notified immediately and you must make arrangements to pick up your child at that time.

MEDICAL AUTHORIZATION: Should your child require medication during the hours that he/she attends the program, a permission form must be filled out and kept on file. Please notify the before and/or after school care program should that occasion arise.

BEHAVIOR/DISCIPLINE POLICY: Your child will be under the supervision of qualified personnel familiar with his/her school. The same Student Code of Conduct as the regular school program will be followed, and will be explained to your child. Rough conduct, disrespect of activity leaders, destruction of property or equipment, vandalism, use of profanity, or any other undesirable act will result in disciplinary action and, if necessary, removal from the program. You will be contacted about serious and/or repeated misbehavior. If your child continually misbehaves, he/she may be withdrawn from the program.

St. Paul's Before and After School Care Calendar

2010 - 2011

July 2010

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August 2010

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September 2010

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 2010

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2010

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December 2010

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2011

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February 2011

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2011

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2011

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2011

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2011

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Beg/End of Grading Period	Teacher Planning Day No School
Legal Holiday No School	Recess Day No School

St. Paul's

Before and After School Care Program

2010 – 2011 Monthly Payment Schedule

<u>Payment Due Date</u>	<u>Monthly Service Period 2010 – 2011</u>	<u>Number Of Days In Each Service Period</u>	<u>Before School Care</u> \$3 per day	<u>After School Care</u> \$6 per day	<u>Before And After School Care</u> \$9 per day
Monday, August 23	August 23 – August 31	7	\$21.00	\$42.00	\$63.00
Wednesday, September 1	September 1 – September 30	20	\$60.00	\$120.00	\$180.00
Friday, October 1	October 1 – October 31	21	\$63.00	\$126.00	\$189.00
Wednesday, November 3	November 3 – November 30	17	\$51.00	\$102.00	\$153.00
Wednesday, December 1	December 1 – December 17	13	\$39.00	\$78.00	\$117.00
Monday, January 3	January 3 – January 31	19	\$57.00	\$114.00	\$171.00
Tuesday, February 1	February 1 – February 28	18	\$54.00	\$108.00	\$162.00
Tuesday, March 1	March 1 – March 31	18	\$54.00	\$108.00	\$162.00
Friday, April 1	April 1 – April 29	19	\$57.00	\$114.00	\$171.00
Monday, May 2	May 2 – May 31	21	\$63.00	\$126.00	\$189.00
Wednesday, June 1	June 1 – June 9	7	\$21.00	\$42.00	\$63.00

<u>Payment Due Date</u>	<u>Monthly Service Period 2010 – 2011</u>	<u>Number Of Days In Each Service Period</u>	<u>Story Time ONLY Kindergarten and 1st grade</u> \$4 per day
Monday, August 23	August 23 – August 31	7	\$28.00
Wednesday, September 1	September 1 – September 30	20	\$80.00
Friday, October 1	October 1 – October 31	21	\$84.00
Wednesday, November 3	November 3 – November 30	17	\$68.00
Wednesday, December 1	December 1 – December 17	13	\$52.00
Monday, January 3	January 3 – January 31	19	\$76.00
Tuesday, February 1	February 1 – February 28	18	\$72.00
Tuesday, March 1	March 1 – March 31	18	\$72.00
Friday, April 1	April 1 – April 29	19	\$76.00
Monday, May 2	May 2 – May 31	21	\$84.00
Wednesday, June 1	June 1 – June 9	7	\$28.00

Subject to revision 07.2010