

## Aftercare Policy 2017-2018

### ST. ANDREW CATHOLIC SCHOOL, MYRTLE BEACH, SC 29577

**THE AFTERCARE PROGRAM BEGINS:** on Tuesday, August 22, 2017 for St. Andrew School students. Aftercare will not be provided on the days when school is not in session, on days school is dismissed early preceding a holiday, and on days when school is closed due to inclement weather conditions. The following days are scheduled days off for the year. *Please note these on your calendar but remember that it may be subject to change.* May 31, 2018 will be the last day of Aftercare.

September 4	October 18
November 22 - 24	December 21 - January 2
January 15	February 19
March 2	March 30 - April 6
May 28	

**SUPERVISOR:** Mrs. Leslie Prince

**ASSISTANTS:** Mrs. Sandra Carroca, Mrs. Susie Dalton, Mrs. Donna Ferretti, and Mrs. Daryl Schupp

**AFTERCARE PHONE NUMBER:** 843-582-6578

**PLACE:** Cafetorium, playground, blacktop, and CLC of St. Andrew School

**HOURS:** St. Andrew's Aftercare Program will be held from 2:45 pm to 5:30 pm each full day school is in session.

**WHO:** This program is open to St. Andrew's students grades K thru 5. Twenty-five (25) students will be the maximum. Older students may be considered with prior arrangements made through the Principal and the Aftercare Supervisor providing space is available. As this is primarily a program for younger children, older children may be excluded or accepted based on their ability to behave.

**COST:** Aftercare will be billed through RenWeb. Billing will be done in 15-minute increments per child. For your reference, below are the rates per 15 minutes and per hour.

# of children.	For every 15 min.	Equals per hour.	Total per hour
1st child.	\$2.00.	\$8.00.	\$8.00
2nd child.	Additional \$1.00.	Additional \$4.00.	\$4 + \$8 = \$12
3rd child.	Additional \$ .50.	Additional \$2.00.	\$2 + \$4 + \$8 = \$14
4th child.	Additional \$ .50.	Additional \$2.00.	\$2 + \$2 + \$4 + \$8 = \$16

**Signing in & out:** Each PERSON who is a designated pick up within RenWeb will have an ID number to sign into system. Please do not share your ID number with anyone as this is how we will keep track of who picked up your child. We will provide you with these ID numbers on cards for you to keep in your wallet, car, purse, etc. so you can bring them with you when signing your child (children) out of Aftercare. To sign children out: use the provided ID number to sign in, check the child (or children) you are picking up, and click clock in / out.

**Billing:** Charges will be posted to your account on a weekly basis every Monday. You can check your account balance any time on ParentsWeb under "Family Information" on the left hand side then " Family Billing".

At the end of each month, you will be:

- \* drafted if you have signed up for auto pay for incidental billing in FACTS.
- \* invoiced through FACTS if you have not signed up for auto pay for incidental billing in facts.

**DROP- INS:** Drop-ins will be accepted if arrangements are made with the supervisor 24 hours in advance. On occasions when situations occur (car trouble, traffic problems, etc.) your child is more than welcome in Aftercare. The cost will be the same as the daily rate.

**AFTER SCHOOL CLUBS/SPORTS:** If your child is involved in an after school club or sport and would need the Aftercare services prior to or after club meetings or sport practices, a letter stating your circumstances is required. This way we will be able to accommodate the number of students and ensure the correct number of staff members are available.

**SNACKS:** A daily snack will be provided as part of the service. This can be juice, fruit, popcorn, cereal, or crackers, etc. (this will vary each day). If your child is allergic to any foods, please be sure to note this on the information form. Snacks will be served between 3:15-3:45. If your child arrives to Aftercare after 3:45, they should have a snack provided from home.

**PICK -UP PROCEDURES:** Students should be picked up by 5:30 pm and be signed out on the computer. You may pick up your child in the cafetorium, blacktop or possibly from the CLC, depending where we might be that day. We will post signs on the fence stating our location for pick-up. Please use the 36th Ave.N. door. Once at this location, call the Aftercare cell phone (843-582-6578) and a staff person will come out and let you through the security gate. Only the parent or person authorized by the parent on the approved list may pick up a child. Other arrangements must be cleared with the Aftercare Supervisor by the responsible parent and has to be in writing prior to pick up.

In event of emergencies only a five (5) minute grace period will be allowed. If this rule is abused, the supervisor will have the authority to charge the parent a fee of \$1.00 for every minute per child past the grace period.

**EARLY DISMISSAL:** There will be no Aftercare when school is dismissed early before holiday vacations.

**STUDENTS:** All Aftercare students shall report to the cafetorium at 2:45 and sign in. Kindergarten students will be escorted to the cafetorium by their teacher or aide.

**INSURANCE:** It is mandatory that any child taking part in the program be covered by their parents' health insurance or the 24- hour insurance available through school.

**SCHEDULE:** 2:45-3:15. Homework or reading time (should have a book from home)  
3:15-3:45. Snack/clean up  
3:45-5:15. Outside/Inside play  
5:15-5:30. Cleanup, pack up for home

**CLOTHING:** Children may remain in uniform or they may bring clothing from home to change into after snack time. Please make sure that your child has clothing appropriate for the weather. Athletic shoes only; no flip-flops. All clothing must meet school dress code.

**HEALTH:** Aftercare personnel may not give your child medication. In case of illness or injury while in the Aftercare Program, a parent or emergency contact (if parent is unavailable) will be notified. The emergency sheet you signed will be kept on file. Please help us maintain the accuracy of this file by notifying us of any changes.

**SAFETY/WELFARE:** Safety is a major concern of the Aftercare personnel. They will expect each child to behave in a manner that will insure the continuation of a safe and organized program. Problems of behavior and damages to equipment or property will be settled at the discretion of the Supervisor in coordination with the school Principal. Repeated misbehavior may be grounds for dismissal from the Aftercare Program. Corporal punishment will not be used for discipline in Aftercare Program.

**VERBAL MESSAGES:** Verbal messages brought by the children from parents to the Supervisor CANNOT be accepted. Notes written by the parents will be appreciated at any time.

**NOTIFICATION:** Please notify the supervisor, in writing of any unusual event or deviation from normal home routine, such as change of carpool, transportation by cab, or going home with a friend at the end of the day of Aftercare Program.

**ST. ANDREW SCHOOL  
AFTERCARE PROGRAM  
GRADES K THRU 5**

STUDENT: \_\_\_\_\_ GRADE \_\_\_\_\_  
(Please Print)

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_ CELL # \_\_\_\_\_ BUS. # \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_ CELL # \_\_\_\_\_ BUS. # \_\_\_\_\_

**INDIVIDUALS AUTHORIZED TO PICK UP MY CHILD(REN):**

1. \_\_\_\_\_ PHONE: \_\_\_\_\_

2. \_\_\_\_\_ PHONE: \_\_\_\_\_

3. \_\_\_\_\_ PHONE: \_\_\_\_\_

**(No one but the above named may pick up my child(ren) unless a written note is received prior to pick up.**

**THE FOLLOWING PERSON(S) MAY NOT PICK UP MY CHILD(REN):**

1. \_\_\_\_\_ PHONE: \_\_\_\_\_

2. \_\_\_\_\_ PHONE: \_\_\_\_\_

DOCTOR'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**ANY SPECIAL MEDICAL INSTRUCTIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSURANCE COVERAGE: My child is covered by:**

\_\_\_\_\_  
Family Health Plan – Company & Policy# \_\_\_\_\_

\_\_\_\_\_  
School (24 hr.) Accident Plan \_\_\_\_\_

\_\_\_\_\_  
Other \_\_\_\_\_

**I have read the information packet of the Aftercare Program and agree to abide by them. I also understand that failure to abide by these rules or repeated misbehavior on the part of my child can result in his/her removal from the program.**

\_\_\_\_\_  
Signature – Parent/Legal Guardian

\_\_\_\_\_  
Date

## AFTERCARE RULES

Dear Parents,

These rules have been set to create a safe and comfortable environment for your child(ren). Please go over these rules with them at home. We will also review them with the children at school. We appreciate your cooperation. Our policies will reflect our school wide theme Be B.R.A.V.E.

Thank you,  
Mrs. Prince

### Be B.R.A.V.E.

1. Please report to the cafeteria at **2:45** after your classroom teacher has dismissed you. Check in with an Aftercare staff member and have a seat at a table.
2. **HOMEWORK** time is from 2:45-3:15 daily. During this **quiet** time, everyone is to be working on homework or reading . (B.R.A.V.E)
3. A **SNACK** will be provided daily around 3:15-3:45. You may provide a snack from home if you prefer. Please be respectful of cafeteria policies; clean up your space (table and floor) when you are finished. (B.R.A.V.E.)
4. Be kind, considerate and include everyone in all Aftercare activities. No fighting, (verbal or physical) will be tolerated. Be respectful to all St. Andrew staff. (B.R.A.V. E.)
5. Respect the property of the school and respect other's personal property. Do not break or damage anything that doesn't belong to you. (this includes the **pencils** you borrow daily to complete your homework!). Do not take home any property that belongs to Aftercare. (B.R.A.V.E.)
6. When using the 7th grade classroom, please be respectful of the students desks. Do not open any desk or touch any items in the classroom. (B.R.A.V.E)
7. Take care of all Aftercare books, games, toys and playground equipment. Please let a staff member know if a ball go's over a fence so that it may be retrieved. Put all games, toys, books away and playground equipment back into the bag once you are finished playing with it. (B.R.A.V.E)
8. Once you arrive in Aftercare, you **MUST** obtain permission to leave the cafeteria. (i.e. Need to return to your classroom, use the restroom, go to the office, etc.) At no time are you allowed to enter a classroom if the teacher is not present, an Aftercare staff member will accompany you to the classroom. (B.R.A.V.E.)
9. Please stay in the cafeteria or within the fenced in areas and wait for your parent or authorized person to escort you to your car once you are signed out of Aftercare (B.R.A.V.E.)
10. **Cell phones MUST** remain in your back pack at all times (middle school students). Failure to do this will result in an Aftercare Staff member collecting your phone until your parents or authorized person has signed you out. Repeated offenses will be discussed with the Principal.

### CONSEQUENCES

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|--------------------|--|
| 1. First offense:  | Verbal Warning   |
| 2. Second offense: | 5-10 minute time out   |
| 3. Third offense:  | Discussion with parent upon pick up, Principal will be notified          |
| 4. Fourth offense: | Parent(s) and Principal will conference, possible removal from Aftercare |

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Student(s) Signature

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Parent Signature

Date