



**ST ANDREW
CATHOLIC SCHOOL**

3601 NORTH KINGS HIGHWAY
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St. Andrew Catholic School

2023-2024

Aftercare Policy

PRINCIPAL: Deborah B. Wilfong

ASSISTANT PRINCIPAL: Melissa Lewis

AFTERCARE SUPERVISOR: Leslie Prince

www.standrewschoolmb.com

The Aftercare program begins on the first day of school 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. Please pay close attention to the school calendar and BRAVE Weekly.

SUPERVISOR: Mrs. Leslie Prince

ASSISTANTS: Mrs. Donna Ferretti

AFTERCARE PHONE NUMBER: 843-582-6578

1st Priority-TEXT, please state your name and who you are picking up. 2nd Priority-CALL

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

HOURS: 2:45 PM to 5:30 PM each full day school is in session

WHO: This program is open to St. Andrew students enrolled in kindergarten through eighth grade. Twenty-five (25) students will be the maximum. *As this is primarily a program for younger children, older children may be excluded, or accepted, based on their ability to behave.*

COST: Aftercare charges will be billed through FACTS. 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 Minutes	Equals per Hour	Total per Hour
1	\$2.00	\$8.00	\$8.00
2	Additional \$1.00	Additional \$4.00	\$4 + \$8 = \$12
3	Additional 50¢	Additional \$2.00	\$2 + \$4 + \$8 = \$14
4	Additional 50¢	Additional \$2.00	\$2 + \$2 + \$4 + \$8 = \$16

BILLING: Charges will be posted to your account every Monday on a weekly basis. You can check your account balance any time in **FACTS Family Portal** under Financial. You will be invoiced through FACTS at the beginning of each month for the previous month's charges.

SIGNING IN & OUT: Each PERSON MUST BE listed as an **authorized pick up** within FACTS and will have an ID number for the staff to use to sign your child out. This number can be provided for you upon request. *Please do not share your ID number with anyone, as this is how we will keep track of who picked up your child.* When signing children out, the FACTS ID number will be used by the staff.

PICK-UP PROCEDURES: Students must be picked up by 5:30 PM. You may pick up your child in the cafeteria, blacktop, or possibly from the CLC, depending on where we might be each day. Please use the 36th Avenue N. door from 3:00 - 3:45 PM and after 5:00 PM, or during inclement

weather. Between 3:45 PM and 5:00 PM, enter from 37th Avenue N to the main office gate for pick up from the blacktop. Upon arrival please, first **text** the Aftercare cell phone, 843.582.6578, then call if needed and a staff person will bring your child out to you. **Only the parent or person authorized by the parent on the approved list may pick up a child.** Other arrangements must be made with the office or Aftercare Supervisor in writing by the responsible parent prior to pick up.

In the event of an emergency, only a five minute grace period will be allowed. *After two late pick ups, the Supervisor will have the authority to charge the parent a fee of \$1.00 for every minute per child past the grace period. If this rule is abused, we will reevaluate your family's participation in the Aftercare program.*

DROP-INS: Drop-ins will be accepted if the front office is notified 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. **Please contact the front office with information on who will be picking up your child, or send a note into school with your child.*

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 sports 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 PM - 3:30 PM. If your child arrives to Aftercare after 3:30 PM, he/she should have a snack provided from home.

EARLY DISMISSAL DAYS: On early dismissal days, not preceding a holiday, please make reservations with the office and bring a packed lunch. Aftercare will NOT be provided when school is dismissed early *before holiday vacations.*

STUDENT ARRIVAL: All Aftercare students shall report to the cafeteria at 2:45 PM to sign in. Kindergarten students will be escorted to the cafeteria by their teacher or aide.

SCHEDULE:

2:45 PM - 3:30 PM	Homework or Reading Time, please bring a Library book or a book from home
3:30 PM - 4:00 PM	Snack / Clean Up
4:00 PM - 5:00 PM	Outside / Inside Play
5:00 PM - 5:30 PM	Clean Up and Pack Up for Home Inside

INSURANCE: It is mandatory for any child taking part in the program to be covered by his/her parents' health insurance or the 24-hour insurance available through the school.

CLOTHING: Children may remain in uniform or bring clothing from home to change into after snack time. Please make sure your child has weather appropriate clothing. Athletic shoes only; no flip-flops. All clothing must meet the 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 will be notified. The Aftercare Form 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 priority for the Aftercare personnel. They will expect each child to behave in a manner that will ensure the continuation of a safe and organized program. Problems of behavior and/or damages to equipment or property will be settled at the Supervisor's discretion 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 the 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 regular 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.



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AFTERCARE FORM

Please print

STUDENT(S) & GRADE(S): _____

ADDRESS: _____ HOME PHONE: _____

FATHER'S NAME _____ CELL # _____ WORK # _____

MOTHER'S NAME _____ CELL # _____ WORK # _____

INDIVIDUALS AUTHORIZED TO PICK UP MY CHILD(REN):

***Must be in FACTS as Authorized Pick-up.**

1. Name: _____

Relationship to Student: _____ Phone: _____

2. Name: _____

Relationship to Student: _____ Phone: _____

3. Name: _____

Relationship to Student: _____ 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. Name: _____ Phone: _____

2. Name: _____ 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 and agree to abide by the St. Andrew Catholic School Aftercare Policy. I understand that failure to comply with these rules may result in removal from the Aftercare Program.

Parent/Guardian Signature

Date

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AFTERCARE RULES

These rules 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 reflect our school-wide motto: Be B.R.A.V.E.

BE B.R.A.V.E.

1. Please report to the cafeteria at **2:45 PM** after your classroom teacher has dismissed you. Check-in with an Aftercare staff member and have a seat at a table.
2. **HOMEWORK** time takes place daily from 2:45 PM - 3:15 PM. During this **quiet** time, everyone will be working on homework or reading. (B.R.A.V.E.)
3. A **SNACK** will be provided daily from 3:15 PM - 3:30 PM. You may provide a snack from home, if you prefer. Please be respectful of cafeteria policies; when you are finished, clean up your space, table and floor. (B.R.A.V.E.)
4. Be kind and considerate and include everyone in all Aftercare activities. Fighting, verbal or physical, will NOT 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 which belongs to Aftercare. (B.R.A.V.E.)
6. When Aftercare takes place in a classroom, please be respectful of the students desks. Do not open desks 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 goes over a fence so that it may be retrieved. Put all games, toys, books, and playground equipment away 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** be turned into the Aftercare Supervisor. Failure to do so 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. (B.R.A.V.E.)

CONSEQUENCES

First offense:	Verbal Warning
Second offense:	5-10 minute Time Out
Third offense:	Discussion with Parent upon Pick-Up, Principal will be notified
Fourth offense:	Parent(s) and Principal will conference, possible removal from Aftercare

Student(s) Signature

Parent/Guardian Signature

Date