

ST. CLEMENT SCHOOL
21493 Highway 161
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ST. CLEMENT SCHOOL AFTERCARE PROGRAM

GOALS

The AfterCare Program serves families who desire both a Catholic school education and supplementary day care in a Christian environment for children enrolled at St. Clement School.

PARTICIPANTS

St. Clement School AfterCare Program is for St. Clement School students in Grades Kindergarten through Eight. The program is available on a regular or drop-in basis.

Attendance in the program is a privilege, not a right. Parents and children must obey the rules and regulations in order to continue participating in the AfterCare Program.

LOCATION

The primary location of the program will be in the school cafeteria.

HOURS

The program will be available from 3:10 pm to 5:30 pm, Monday through Friday. If school is dismissed early for any reason (including early dismissal for bad weather), care will be provided from the time of dismissal at no extra charge. The only exception is for the last Monday of the month, when school is dismissed early for Teacher Meetings, the charge for those days will be an extra \$2 per child, per day. The program will not run on school holidays or on days when school is cancelled the entire day because of weather. The AfterCare Program will not be in operation on the day before Thanksgiving, the day school is dismissed before Christmas, the Friday of Catholic Schools Week and the last day of school in May.

STUDENT TO STAFF RATIO

Ordinarily the student to staff ratio will be 15 to 1 or less. A second adult will always be on the premises but not necessarily involved with the program.

FEES

Students will need to register for AfterCare as a regularly scheduled student or as one who will occasionally need the service. Families whose child(ren) attend regularly may pay on a weekly or monthly basis. The rate will be \$5.00 per child per day. The rate for scheduled second or additional children from the same family will be \$4.00 per day. Drop-ins will be accepted at a fee of \$6.00 per day. Children will be considered drop-in if the attendance was not scheduled by 9 am of the day that the service is needed.

To help in planning, we ask that families who regularly use the service notify the office as early as possible on days that the student(s) will not be in attendance.

FEES (continued)

For families who occasionally use the service, we ask that parents notify the child's teacher in the morning by sending a note. Calling the school to notify AfterCare of a drop-in student should be on an emergency basis and should be made as soon as possible on the day of the drop-in.

Fees are the sole support of the program. The school or the parish will not subsidize the program. Regular and prompt payment will assure the continuation of the program and allow us to provide ample supplies, equipment and snacks. If fees are not paid promptly, the child will not be allowed in the AfterCare program.

ACTIVITIES

Physical and creative activities along with daily free time will be provided. Nutritious snacks will be served daily. Quiet time and study time will also be provided. Children will be supervised at all times.

The program staff will supervise the homework session, but will not be able to tutor students. Please talk with your child about what you expect them to get done after school while in the program.

We may bring in community and area people to present programs and helpful information to the students. Students will normally have access to the computer lab during AfterCare.

OUTDOOR PLAY

All students will be required to go outdoors, weather permitting, and should dress accordingly. Parents must send a note if the child cannot go outdoors due to illness or injury.

ST. CLEMENT SCHOOL AFTERCARE RULES

1. Participants must respect each other in thought, word, and action. Keep hands, feet, ugly words, etc. to yourselves.
2. Absolutely no foul language, arguing or other harm to another will be tolerated.
3. Participants must respect St. Clement School property; if something breaks due to carelessness or misuse, the child/family will be required to replace the item.
4. Students may not go upstairs to get items from a classroom or to talk to an adult. Students must be under the active supervision of an adult at all times.
5. If an adult at school needs student help, the adult will put a note in the AfterCare teacher's mailbox.
6. No playing with a ball, running or loud noises in the cafeteria.
7. There is to be absolute quiet during study time. If a student has no homework, the student will have a book to read or bring other quiet work from home.
8. If a student makes a mess it will be his/her responsibility to clean it up. This includes snacks, craft items, toys, games, etc.
9. If a student takes anything out to play with, the student must put it back or ask another student to return it if the other student wants to continue playing with the item when the first student leaves.

ST. CLEMENT SCHOOL AFTERCARE RULES (continued)

10. Students must put any item or equipment back where it was taken from. Any items left outside will be held by the principal.
11. Students are expected to eat the snack provided.

DISCIPLINE

As members of a Christian and caring community, the students are expected to respect the staff, other students and the material and entertainment provided.

Adults must set reasonable limits to behavior to protect children. Limits are necessary to maintain safety, protect health, and guard the rights of others. Discipline will be based on reason and understanding. Children will be informed of all rules and regulations. If rules are broken, the AfterCare teacher will:

- a. take the child aside and discuss the problem
- b. remove the child from the group for a period of time with the understanding that when the child is ready to rejoin the group and cooperate, he/she may do so
- c. take privileges away (time taken from play period, free time, or group activities)

If a child's behavior is such that it has a negative effect on the children or staff, the parents will be notified and a conference will be set up. If behavior does not improve, a second conference will be arranged and at that time the child may be dismissed from the program.

ILLNESS AND ACCIDENTS

Parents are required to complete and sign a Medical Emergency Form. Parents must send any changes in place of employment, emergency contact numbers and changes in family arrangements in writing to the AfterCare Teacher.

In cases that appear to be of a minor nature, first aid will be administered on the premises. Parents will be notified of the incident when the parent arrives to pick up the child. If a major injury to a child occurs, the staff will immediately call for professional help. Parent-designated emergency contacts or the child's doctor will be notified immediately.

Students who have any type of communicable disease will not be permitted to attend the program.

If children have been exposed to a communicable disease within the program site, parents of enrolled and incoming children will be notified.

MEDICATION AND SPECIAL DIETS

If a child needs to take oral medication on a regular basis during the day, medication must be in the original container, along with a note from the child's physician prescribing the medicine, stating the reason for which the medicine is given, and any special instructions.

Parents must also give written permission for the administration of medication. The same instructions can be used for both St. Clement School and the AfterCare program IF the note is addressed to both.

If medication is requested to be kept on hand “for emergencies only” (i.e. in case of bee stings), special instructions must be given, in writing, from the parent(s) and physician.

The staff must be informed, in writing, of any food or drink allergies.

VISITORS

The AfterCare program allows parent visits. Only parents or their designated representatives will be allowed on the program site unless on official business. Any other visitors must be accompanied by a school official at all times.

EVALUATION

Parents will be asked to evaluate the AfterCare program one or more times during the year.

SECURITY

Parents are to notify the staff in advance if someone different is to pick up the child. Persons not named on the child’s Medical Emergency Form will not be able to ask for the release of the child.

DAILY RELEASE OF CHILD

To keep our children safe, we require:

1. Parent (or designated representative) must sign the child out each day
2. The child will be released from the facility only to the child’s custodial parent(s) or guardian(s) or to the person authorized, in writing, by the parent or guardian to receive the child.
3. AfterCare staff must have all children under direct supervision at all times and will not be able to visit with parents.

PROMPT PICK-UP REQUIRED

St. Clement School AfterCare closes at 5:30 pm daily. There is a \$1 per minute charge if a parent arrives after 5:30 pm. That charge must be paid before the child will be allowed to attend the program again.