

ST. CLEMENT SCHOOL AFTERCARE PROGRAM

Administrator – Linda Henderson, Principal

Supervisor and Billing – Jessi Pazdera

H.S. assistant – Lorna Korte

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 PreK through Eight. The program is available on a monthly or drop-in basis.

Attendance in the program is a privilege, not a right. Parents and children must obey the rules

LOCATION

The primary location of the program will be in the school cafeteria. Other locations for physical activities will be the playground or gym in the Parish Center.

HOURS

The program will be available from 3:15 pm to 5:30 pm, Monday through Friday. If school is dismissed early for bad weather, care will be provided until arrangements can be made to pick up children. 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 following days: the day school is dismissed for Thanksgiving, Christmas, Family Day during Catholic Schools Week, Holy Thursday, early dismissals 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.

FEES

Families register for AfterCare as full-time or as occasional need for the service. Families whose child(ren) attend regularly may pay on a monthly basis. August and May will be billed as one month, paid on 1st day of August.

Preschool students may attend AfterCare at 3:30 when Preschool ends.

For families who occasionally use the service, parents are to notify the child's teacher or school office in the morning by note or by phone as early in the day as possible.

Updated June 16, 2025

AFTERCARE RATES 2026-2027

DAILY RATE - This is a drop in rate. Charged at the end of the month. Students are charged this rate, if not paying in advance by monthly or yearly rate. Any child at school after 3:30 pm will be charged the drop in rate. Pre-K at 3:30 pm
\$10.00/ day for each child

MONTHLY RATE - must be paid on 1st school day of the month or charged daily rate (Aug/ May = 1 month. Monthly rate is figured on average of 18 days

1st Child = \$110
2nd Child = \$90
3rd Child = \$65
Pre-K child = \$65

Fees are the sole support of the program and will not be subsidized by the school/parish. Regular and prompt payment will ensure the continued financial support of the program. Unpaid fees may result in discontinued participation in the program. If a family is experiencing financial difficulty, please notify the principal or pastor.

ACTIVITIES

A structured schedule of physical activity, along with quiet time for studies, will be provided.

Snacks will be served. Children will be supervised at all times.

The program staff will supervise the homework session. Although possible, the staff is not required to provide tutoring. Please talk with your child regarding your homework/schoolwork expectations while in the program. Ultimately, it is not the responsibility of staff to ensure that homework is completed.

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 any harm to another will be tolerated.
3. Participants must respect St. Clement School property; if something is stolen, 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 unless permission is given to them by the teacher. Students must be under the active supervision of an adult at all times.
5. Students may only go upstairs with another student when absolutely necessary.
6. No playing with a ball, running or loud noises anywhere inside the school building.
7. There is to be quiet during study time. If a student has no homework, the student will have a book to read or other quiet activity that is not distracting to others.

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 uses any games, balls, jump ropes, etc., inside or outside, the student must put it away or ask another student to return it if the other student wants to continue playing with the item. Any items left outside will be held by the principal.
10. Students are not allowed to have cell phones during AfterCare. The staff or teacher will hold all phones and/or smart watches and return them to the owners when they leave.

DISCIPLINE

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

Respectful and safe behavior will be expected at all times. Reasonable limits to behavior are necessary to maintain safety, protect health, and guard the rights of others. Children will be informed of rules and regulations. If rules are broken, the AfterCare supervisor/teacher will:

1. take the child aside and discuss the problem
2. remove the child from the group for a period of time until child is ready to rejoin the group and cooperate
3. 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/guardians will be notified. If behavior does not improve, a conference will be arranged and at that time the child may be suspended or dismissed from the program.

ILLNESS AND ACCIDENTS

A copy of the Family/Student Health and Emergency Information form that you filled out and signed will be kept on file with the AfterCare staff or teacher. Parents must send any changes in place of employment, emergency contact numbers and changes in family arrangements in writing to the AfterCare staff or teacher.

In minor cases, 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, or 911, 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.

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. The side door will remain unlocked but the interior doors will be locked to prevent any unauthorized entry.

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. Students who are repeatedly picked up after 5:30 will be charged \$5.00 / minute after 5:30pm. This will be enforced.

ST. CLEMENT SCHOOL
21493 Highway 161
Bowling Green, MO 63334-4914
573-324-2166

AFTERCARE PROGRAM

HEALTH AND EMERGENCY INFORMATION

(Some information may be taken from Family/Student Health and Emergency forms)

Name of Student _____

Date of birth _____

Parent/Legal Guardian _____

Home Address _____

Home Phone Number _____

Father's Cell Phone _____

Mother's Cell Phone _____

Father's Employer _____

Address _____

Employer's Phone _____

Mother's Employer _____

Address _____

Employer's Phone _____

Persons to contact if parents/guardians are not available or cannot be reached:

Please list them in the order you want us to call if you cannot be reached.

1) Name _____ Phone _____

1) Name _____ Phone _____

Names of those authorized to pick up the student (include names of parents, if applicable)

Updated June 16, 2025

MEDICAL HISTORY for _____

(Name of Student)

Family Doctor _____ Phone _____

Hospital Preference _____ Phone _____

Family Dentist _____ Phone _____

Is the student currently taking any medication? Yes No

If yes, please explain.

Does the student have any medical allergies, especially to drugs? Yes No

If yes, please explain.

Please list any unusual health conditions (i.e. seizure disorder, heart disease, diabetes, lung problems, etc.)

Does the child have any food allergies? Yes No

If yes, please list.

Please list any activities that your child should not participate in because of medical conditions:

Date of last tetanus shot _____

Please provide any additional information that the AfterCare Teacher should know.

AUTHORIZATION FOR SCHOOL OFFICIALS IN CASE OF EMERGENCY

In case of emergency, we request St. Clement School AfterCare Program contact us. We authorize officials to secure emergency treatment if we cannot be reached. We will assume responsibility for expenses incurred.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

The above information will be considered correct for the 2026-27 school year until and unless the parent/guardian notifies St. Clement School AfterCare in writing