

CHILD CARE BEFORE SCHOOL PROGRAM

Location: Meeting Room

Entrance: Use the entry between school and church - Buzz in for access to school.

Time: 6:30 AM to 7:55 AM

Program: Quiet Time

Discipline: The same behavior is expected as when in school. If a detention is given, the principal will become involved. If discipline problems continue, the child will lose the privilege of using the before/after school program.

Cost: \$4.00 per hour for the family child who is using the program the most. The remaining siblings will be charged \$2.00 per hour per child.

Special Note: Bus riders who arrive before 7:50 will be sent to Before School Care center at no charge.

CHILD CARE AFTER SCHOOL PROGRAM

Location: Meeting Room

Time: 3:15 PM – 5:30 PM

Program: Homework, puzzles, coloring books, snacks, activities

Discipline: The same behavior is expected as when in school. If a detention is given, the principal will become involved. If discipline problems continue, the child will lose the privilege of using the After School Program

Cost: \$4.00 per hour for the family child who is using the program the most. The remaining siblings will be charged \$2.00 per hour per child.

Special notes:

Athletic and Academic coaches, when coaching, may use the After School Care center for their children. No fees will be assessed.

Parents who are volunteers for an after school activity must have their children with them at all times or the child will be in the After School Care at the assessed rate.

At 3:15 PM, all students remaining with the classroom teacher will be taken to the designated After School Care area and assessed accordingly.

No radios, CD players, or electronic games, etc. will be allowed.

Additional Care Information

Students must be preregistered for the Care Program to avoid overcrowding and to have an assistant for the Care Provider onsite when necessary.

Before School Care

Children who arrive between 6:30 and 7:15 may bring a morning snack and healthy drink with them. Age appropriate toys and educational toys will be available. Although the Care Program is not designed to be a tutoring service, it is possible for the students to finish homework, review memory work or do leisure reading.

After School Care

This care period may be used for homework, reading, playing, or resting. Care will be provided until 5:30 PM. If children are not picked up by 5:30 PM, a \$25 late fee per incident will be assessed, unless a special "Late Pick Up" arrangement has been made due to an emergency. A call must be made prior to 5:30 PM if your or the person picking up your child will be late.

Billing Process

You will receive a monthly invoice for your child's usage of the Care Program. The invoice will be added to your TADS account. This monthly invoice is to be paid in full each month. A late fee will be added to your account each month for any balances not paid within 15 days following the date of the invoice. If an account is not paid by the 15th of the second month, parents will receive a letter regarding the delinquent account. Delinquent accounts may result in suspension from the program.

If you do not wish to use your TADS account, other billing arrangements need to be made.

Note: Any care questions should be referred to the Care Coordinator Beth Malliet. Financial questions should be referred to the School Office.

How to Arrange for Care

Our Care Program is flexible and is designed to meet your family's individual needs. Children may attend on a full or part time basis. If your child does not attend on a regular basis, but on more of a "drop in" basis, you must send a note or contact the Care Provider directly to arrange this care at least 24 hours in advance.

The designated adult that is listed on the family enrollment form must sign "out" children at After School Care. The Care provider will sign "in" when your child arrives. We want to assure your child's safety at all times. An Enrollment Form must be completed before your child stays for care for the first time so that we have emergency and pick-up information on file.

If St. John's incurs an Early Dismissal Day due to weather conditions, parents are required to pick up their children as soon as possible. Children who are normally bussed home will be sent on the bus when dismissed unless the Care Provider has been given other instructions. The Care Provider will remain at

school until all children are safely placed on the bus or picked up. It is important, however, that the Care Provider be allowed to leave as soon as possible in inclement weather, so as to assure a safe trip home.

Disciplinary Policy

To provide a safe and caring environment for our Care Programs, the following policy will be adhered to in event that a student or students are experiencing behavioral problems.

A behavioral incident is described as follows:

1. Physical harm to others
2. Disrespect to the Care Provider
3. Destruction of school property or other's personal property
4. Any other inappropriate behavior as determined by the Care Provider

In the event that such behavior occurs, the following steps will be followed:

1. Incident 1: A written notice will be sent home and the Care Provider will talk to the parents concerning the incident.
2. Incident 2: A second written notice will be sent home and the Care Program Director will talk to the parents concerning the incident.
3. Incident 3: A Suspension Notice will be sent home, suspending the child from the Care Program for five school days.
4. Incident 4: The child will be permanently suspended from the Care Program.

Please Note: At this time, we have not determined if after school care will be available for early release days. Please contact the Care staff or the school office for that information once school is in session.