

ST. RITA BEFORE AND AFTER SCHOOL CARE CENTER
PARENT/ STUDENT HANDBOOK
2016 - 2017

PHILOSOPHY:

The St. Rita Before School Care Center strives to provide a safe environment for early drop off.

The St. Rita After School Care Center strives to provide an enjoyable atmosphere with varied activities. These include snack time 15 to 30 minutes (one snack and a drink brought from home), homework time and indoor and outdoor playtime. However, please note that while some homework assistance will be provided at the After School Care Center tutors are not available. The After School Care Program does not replace the responsibility of the student and parent/ guardian to check for completeness and accuracy of written and study assignments each day. It is still each parent's responsibility to sign the homework notebook verifying that all homework is complete and accurate.

ADMISSION POLICIES:

Admission to the Before and/ or After School Care Center is open only to students of St. Rita Elementary School.

Families interested in the Before and/ or After School Care Center should register by Friday, September 9, 2016. There is a one-time \$25 registration fee per family for both programs. Only Children who are registered will be allowed to participate in the Before and/or After School Care Center.

Parents will indicate when their child (ren) will attend the Before and/ or After School Care Center on a monthly basis, one week prior to the beginning of a new month. A calendar for the upcoming month will be sent home and must be returned with payment before the month begins. Parents are to mark off the days of the month the After School Care Center will be used and indicate the pick-up times per day. Parents are to mark off the days of the month the Before School Care Center will be used. Once a calendar is submitted, **it should not be amended**. In the event there is a change there will be a \$10.00 fee for every amendment that is made. There will be a \$10.00 fee for every amendment that is made. There will be a \$10 late fee for calendars that are submitted late.

BEFORE SCHOOL CARE CENTER RULES:

1. No child is to leave the supervision of his /her classroom without expressed permission of the Center staff member.
2. No foul language or profanity will be tolerated.
3. No violence or threat of violence to another individual will be tolerated.
4. Running in the rooms, halls, bathrooms, or on steps is dangerous and cannot be permitted.
5. Each child will be expected to help clean and straighten the room.
6. Each child is expected to treat all persons at the Center with respect.

7. Each child is expected to treat all property used at the Center in the manner for which it was intended.

AFTER SCHOOL CARE CENTER RULES:

1. Each child is expected to participate in all activities to the best of his/ her abilities.
2. No child is to leave the supervision of his/ her classroom without expressed permission of the Center staff member.
3. No foul language or profanity will be tolerated.
4. No violence or threat of violence to another individual will be tolerated.
5. Running in the rooms, halls, bathrooms, or on steps is dangerous and cannot be permitted.
6. Each child will be expected to help clean his/ her toys, crafts, supplies, and to generally straighten the room.
7. Each child is expected to treat all persons at the Center with respect.
8. Each child is expected to treat all property used at the Center in the manner for which it was intended.
9. No child will be permitted to change out of his/ her uniform, unless a written note is received and approved.
10. Children should come with their own book to read.
11. Throwing objects poses a danger to others and will result in dismissal from the program for a period of one week. (Refunds will not be given in this instance.)
12. Devices are not permitted unless you are in grades 7 & 8. Their iPads can be used for homework purposes only.
13. Cell phones, as during the school day are to remain in their school bags shut off.

BOUNCED CHECK POLICY:

It is each parent's responsibility to contact the St. Rita School Office in the event of a bounced check. There is a \$40 fee charged for any checks returned by the bank and repayment must be made in the form of cash, bank check, or money order. If more than one personal check bounces during the year for the Before and/ After School Care Center, no personal checks for any future payments will be accepted for the Before and/ or After School Care Center.

DAILY RELEASE FROM AFTER CARE:

Children will be released only to parents or to individuals who have been authorized by the parents in writing to pick up their child (ren). This individual should be listed on the Emergency / Registration form. An authorized adult must sign out each child each day. Once a child has been signed out they are not allowed to return to the After Care Center.

DISCIPLINE CODE:

Every child is expected to abide by the rules of the Before and/ or After School Care Center, respect the staff member, other students, and all property. If a child violates these standards, the parents, will be called in for a conference. Should the problem continue, a second conference

will be called, and at that time, the child may be dismissed from the Before and/ or After School Care Center. The Before and/ or After School Care Center has a zero tolerance policy toward disrespect, violence, threat of violence, or property damage. Parents will be responsible to make financial restitution for any damage caused by their children). A child may be asked to leave the Before and/ or After School Care Center if circumstances are deemed serious enough.

EMERGENCY PROCEDURES:

In the event that a child becomes sick or is injured, parents must provide either a home, cell, and/ or work telephone number where they can be contacted. If a parent cannot be reached, emergency contacts should be provided. If for some reason parents need to contact the Before and/ or After School Care Center, call the school office at (718) 761-2504.

PLEASE FILL OUT THE ATTACHED EMERGENCY RECORD SHEET FOR EACH CHILD THAT WILL BE ATTENDING AFTER CARE.

In the event the Before and/ or After School Care Center will not operate on a given day, parents must be ready to make arrangements for the drop off or pickup of their child (ren) either by themselves or by the emergency contact person. During severe weather conditions, the After School Care Center will not be in operation. Each child must have an emergency card on file at the Before and/or After School Care Center. Each parent will complete one emergency card for each child at the time of registration.

HEALTH AND SAFETY:

In accordance with regular school policy, students with any sort of communicable disease will not be permitted to attend the Before and / or After School Care Center.

Care given by Before and After School personnel is limited to Band-Aids for minor scrapes. In case of serious accidents or illnesses, parents will be contacted to take their child home, to a doctor, or a hospital. Students may only be released to a parent or the designated emergency contact person.

Health regulations prevent dispensing medications.

FINANCIAL AGREEMENT:

The custodial parent of a student (s) is responsible for all payments in full for Before/ After Care. St. Rita School cannot accept partial payments from multiple parties. All fees are due at the time the calendar is submitted. No calendar will be accepted without the payment in full.

REFUNDS:

With regard to refunds, (in the case of an extended illness, 3 days or more unless a doctor's note is submitted) if payment has been made, consideration will be given for a credit or

refund. Credit will only be given if a child is absent from school due to illness not personal schedule change. Parents are responsible for keeping track of the absences of their child(ren). Your request for credit will be compared to our records. No one is allowed to credit absences for the next month. Credit comes from the school office.

RIGHT TO AMEND HANDBOOK:

The Before and/ or After School Care Center reserves the right to amend this handbook. Parents will be promptly notified in writing if changes are made.

If you have any inquiries regarding the Before/ After School Care Center, please call Mrs. Wisniewski, the Before/ After School Care Center Director at (718) 761-2504.

PARENTAL AGREEMENT:

After reading the Before and/ or After School Care Center Handbook, please sign and return by FRIDAY, SEPTEMBER 9, 2016.

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I have read the Parent Handbook of St. Rita School Before and/ or After School Care Center and agree to be governed by it.

Parent/ Guardian (Please print name)

Date

Parent/ Guardian (Please print name)

Date

Name and Class of Child/ Children:

Child's name

Class

Child's name

Class

Child's name

Class

Child's name

Class