



# Saint Mary School

**WELCOME!**



Before and After School Program  
Handbook  
2023-2024



# Table of Contents

Handbook Introduction	3
Hours	5
Fees	6
Parent Responsibilities	7
Important Information	8
Illness/Accident	10
Absence	10
Daily Attendance	10
Schedule Changes	11
Homework	11
Indoor Activities	11
Snack	12
Exercise/Outdoor Activities	12
Play Clothes	13
Toys From Home	13
Cell Phone Usage	13



# **SAINT MARY SCHOOL EXTENDED DAY CARE PROGRAM HANDBOOK**

Dear Parents,

Included in this handbook is all the information essential to your child's well-being and to the successful operation of our Extended Day Care Program. You should be able to find answers to most of your questions in these pages.

Your needs and those of your children are very important to us. If you have any questions or suggestions, please speak with Lina Anderson, Director of the Extended Day Care Program, or the school office.

**Director: Mrs. Lina Anderson**

**School Principal: Mr. John Fuja**

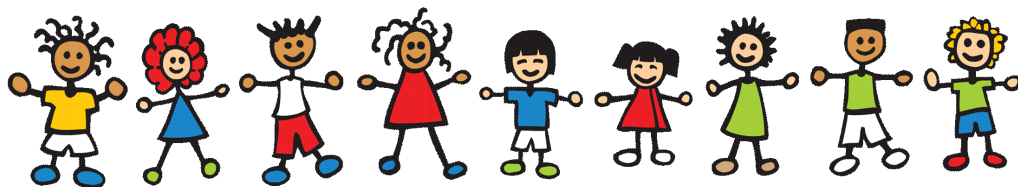
**School Phone Number: 1-847-459-6270**

**Extended Day Care Phone Number: 1-847-459-8114**

**E-mail**

**Attendance (only) - [afterschoolattendance@stmarybg.org](mailto:afterschoolattendance@stmarybg.org)**

**Other - [landerson@stmarybg.org](mailto:landerson@stmarybg.org)**



# EXTENDED DAY PROGRAM

Available before and after regular school hours, the Extended Day Program provides professional care, supervision, and recreation and enrichment activities for your child. It serves the **working parent** who desires both a Catholic school education and supplementary day care in a Christian environment. The program is open only to students enrolled at Saint Mary School.

All PK3 and PK4 students are eligible to register for **Before** School Care. Only full day PK3 and PK4 students are eligible to register for **After** School Care.

This program allows children to experience a rich diversity of growth activities planned to complement the philosophy and value system of our school and its families. Arts and crafts projects, indoor and outdoor recreation, snack time, and rest periods are available. In addition, there is time set aside for homework.



# HOURS

## **K thru 8**

**M-F - 6:45 A.M. - 7:40 A.M.**

**M-F - Dismissal - 6:00 P.M.**

## **PK3 & PK4**

**M-F - 6:45 A.M. - 8:00 A.M.**

**M-F - Dismissal - 6:00 P.M.**

**A.M. must be reserved in advance for staffing.**

Pre-schoolers, kindergarteners and first graders are escorted to the Extended Day classroom by a staff member.

The program will operate on school days when school is in session. A weather emergency or other emergency which causes school to be cancelled will also result in cancelling the Extended Day Program.

When we have early dismissal, the program will operate from the time of dismissal until 6:00 P.M. Only children that are already signed up may attend the program. On these days, students should bring their own lunch. Snacks will be provided as usual.

On days when Preschool and Kindergarten are not in session, the Extended Day Program is not available to these students.

**The program is available only in the morning for the first and last day of the school year.**

# FEES

**Registration:** \$125.00 per family. This fee is non-refundable and will be billed to your FACTS account once you have submitted your registration.

These fees are used to refurbish items in our rooms, such as rugs, chairs, and game tables. We also use these for gym equipment, arts & crafts, and food.

**Hourly Rate:** \$12.00 per hour. (First hour 1-60 min., second hour 61-120 min., etc.) Fees are the sole support of Saint Mary's Extended Day Program. The program is not subsidized by the school or parish.

A minimum **commitment** of one hour is required for scheduled days unless your child is absent.

Fees for the program will be added to your FACTS account. The billing cut off date is the 15th of every month. This payment is due on the 1st of the following month. **Payments should be made directly to FACTS.**

Prompt payment of the fees is essential.

Tax identification numbers will be issued upon request.





# PARENT RESPONSIBILITIES

Accurate time is important for billing. Check the school clock for exact time when signing in or out. We reserve the right to correct any inaccuracies.

When picking up your child in the afternoon you must sign your child out.



# IMPORTANT

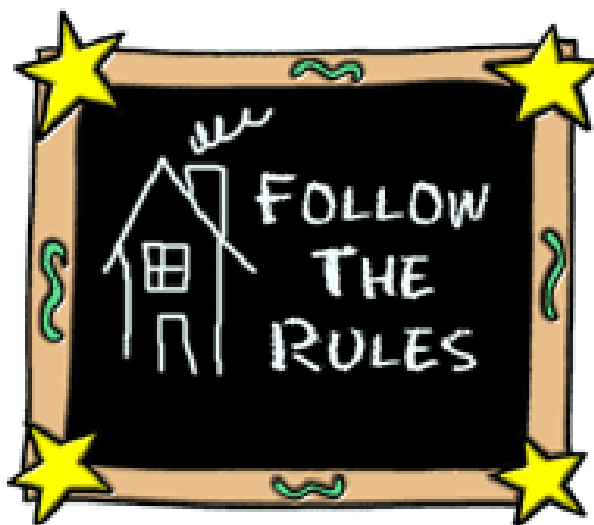
We will release a child to someone other than the parent only upon receiving written instructions from the parent who signed the Extended Day Program Enrollment Form. Telephone requests to send a child to a different destination other than the After School program or to arrange a pickup by someone other than the parent will not be honored unless you speak directly to Mrs. Anderson.

It is important that you pick up your child by 6:00 P.M. Staff members have family responsibilities and should be free to leave at that time. A staff member will stay with your child until you arrive, but a late fee of \$12.00 (in excess of the hourly fee) per child for every 15 minutes will be assessed (starting from the first minute).





As members of a Catholic community, the children will be expected to respect each other, the staff, and the classroom. If a child consistently misbehaves, the child will not be allowed to continue in the program.



Children may never leave the building or grounds without explicit permission of the Extended Day Staff.

## SPECIAL REMINDERS

**Illness/Accident** – Parents will be notified if a child is ill or has been hurt. A speedy pick-up of your child is expected for his/her benefit and the benefit of other children.

Make sure your child's emergency form is updated and on file with the office. The Extended Day Program keeps a copy of these forms in case of an emergency.



**Absence** - When calling the school to report your child's absence, please ask that the Director be notified if the child was scheduled to attend the program that day. Absences may also be reported by leaving a message at 1-847-459-8114.

If you take your child home from school for any reason, please leave a message for the program Director.



**Daily Attendance** - After attendance is taken, if your child has not arrived within a few minutes of his/her dismissal time we will have the office page him/her. If your child is not present within ten minutes we will contact the parents.

**Schedule Changes** - We prefer notification of any change in schedule at least 24 hours in advance. However, all schedule changes for any given day must at least be received before noon of that day. This can be done by calling 1-847-459-8114 or by emailing [afterschoolattendance@stmarybg.org](mailto:afterschoolattendance@stmarybg.org). This address will be for attendance schedule changes only.

**Homework** - Each afternoon a homework period is scheduled. It is the child's responsibility to acknowledge his/her assignments. The staff has no way of knowing what work, if any, has been assigned to the student. If a child has no homework, we recommend reading for at least 15 minutes.

**Indoor Activities** - Children will have access to various indoor activities. This includes board & card games, STEM & building toys, puzzles, crafts, drawing & coloring supplies, movies, books, and on Fridays we play BINGO!





**Snack** - We provide a snack and drink daily. **Please inform us of any food allergies.**



**Exercise/Outdoor Play** - On most days, every grade has at least 30 minutes of play time. We have access to multiple rooms in which the children can play. Play may either be structured, like a game of Pillo Polo, or free play with our gym equipment. We also enjoy use of our outdoor playground and courtyard, weather permitting.



**Play clothes** - Children may bring a change of clothes if desired. Outdoor play is scheduled daily during clement weather, therefore, please make certain your child comes to school dressed properly. Gym facilities are also available.

**Toys From Home** - We ask that children not bring toys from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the sharing atmosphere we encourage. If you wish to donate toys or games to be used by all the children, you may do so. If your child brings a video game, toy, electronic device, or other item the school is not responsible for loss or damage to the item. Your child will not be allowed to play with these items during before and after school care.



**Cell Phone Usage** - We understand the need for cell phone use both personally and in conjunction with some school lessons. Therefore, cell phone use is only allowed with our express permission. Cell phones are to be kept in your child's backpack. If your child is caught using his/her cell phone it will be taken and turned into the principal's office. All calls are to be made on our Extended Day Care phone.









We Have A Great Program!!  
Come Join Us!

