

SAINT MARTIN DE PORRES SCHOOL
2023-2024 EXTENDED DAY PROGRAM GUIDELINES (Before Care/After Care)

The Saint Martin de Porres School Extended Day Program ("Program") is designed to provide a service to parents who are in need of child care before or after regular school hours. The Program is available every regularly scheduled school day with very minor exceptions.

GENERAL GUIDELINES

Registration

All students must be registered in order to attend the Program. The registration fee for the Program is **\$25.00** per family.

Code of Conduct

All students are expected to conduct themselves in a manner which will reflect positively on themselves, their parents/guardians, and the School. The terms of the Saint Martin de Porres School Parent-Student Handbook apply to the Program. Students whose conduct does not comply with the Parent-Student Handbook may be suspended from the Program at the discretion of the School Principal. Program employees have the authority to discipline any student who participates in the Program.

Authorization for Release

Students may only be checked out of the Program by their parents/guardians. Parents/Guardians may authorize other persons to check out their children in writing. Permanent authorizations for release for the School Year may be designated on the Program registration form. Under no circumstances will a child be released to any unauthorized person.

Billing/Payment of Fees

Fees are incurred only when the Program is used. Fees incurred for use of the Program are: (1) calculated daily in 15 minute increments; (2) calculated weekly; and (3) typically billed in four week increments. Invoices will reflect weekly charges. Invoices will not reflect specific days or hours a student was in the Program. Student Time Sheets and Sign-Out Sheets are available for review should a Parent/Guardian have a question about their daily use of the Program. Please note that students with past due Program accounts will not receive Report Cards until outstanding balances are paid. Parents/Guardians encountering financial hardship should contact the School Office for assistance.

Illness/Injury

In the case of a student illness or injury, a Parent/Guardian or Emergency Contact be telephoned immediately. The Parent/Guardian or other person authorized for pick-up must check out the sick or injured student as soon as possible.

Communication

For questions, concerns, or assistance with the Program, please call the School Office at 845-452-4428.

Personal Electronic Devices

Consistent with the school policy contained in the Parent-Student handbook, students are not permitted to use *personal* electronic devices while participating in the Program. Students in violation of this policy will be subject to appropriate disciplinary action.

Weather Related/Emergency Closures

If school is closed due to inclement weather or other emergency, the Program will be closed. If Arlington cancels after school activities, there will be no after care program. Please make sure your child(ren) know(s) how they will be getting home. In the event that Arlington cancels after school activities once the after care program has started, you will be notified as soon as possible and will be asked to pick up your child within 30 minutes of the notification being sent out.

BEFORE CARE GUIDELINES

Activities

Before Care provides supervised child care prior to the start of school for the convenience of our student families. There are no organized activities in Before Care. Students are encouraged to read, study, and/or work on assignments.

Available Hours

Before Care is available from 7:00 a.m. – 7:55 a.m. every day unless otherwise communicated.

Breakfast

Breakfast is not provided as part of Before Care. Students are strongly encouraged to eat a healthy breakfast prior to arriving at school. However, students may bring a simple cold breakfast or snack with them such as fruit or a breakfast bar. Heating/microwaving is not available. Consistent with the School Policy for cafeteria use, students are expected to clean up after themselves after eating including wiping tables and throwing away trash.

Drop Off Procedure

Students attending Before Care must be accompanied by an adult to the School Building. The adult will be required to sign-in the student(s). For the safety of our students, they are not to be dropped off outside of the school and left unaccompanied. At the conclusion of the Before Care, students will be released to regular supervision for the beginning of the regular school day.

Fees

The fee for Before Care is **\$8.00** per student per regular school day. Parents/Guardians are responsible for the entire fee for Before Care regardless of the time the student is checked into the Program.

Delayed Opening

In the event of a delayed opening for inclement weather (or other conditions requiring a delayed opening), Before Care will open at **8:00 a.m.** The fee for a two hour delay is as follows: (1) **\$12.00** per hour for one student; (2) **\$18.00** per hour for two students; (3) **\$22.00** per hour for three or more students.

AFTER CARE GUIDELINES

Activities

After Care provides a number of activities so that students are actively engaged in learning, play or exercise. Students are supervised at all times and encouraged to participate in all activities including arts and crafts, games, and physical activities. Students are encouraged to engage in supervised activities on the playground or in the gym. A quiet area for study and reading is available for the children to use if they choose. Students are encouraged to work on homework. Homework assistance is also available but it is not the intent of this Program to ensure that all homework is completed.

Available Hours

After Care is available from dismissal until 5:30 p.m. every day, unless communicated otherwise.

Early Dismissal of School

In the event of an early dismissal of school for inclement weather (or other conditions requiring early dismissal), the After Care Program will not be available for that day. Parents/Guardians will be notified of the early dismissal through the IRIS Alert System. There will be no notifications of the closure made directly by the Program. Consistent with School Policy, students will be sent home via their emergency transportation designation.

Scheduling/Utilizing After Care

After Care is available to students on an "as-needed" basis. However, it is necessary to provide advance notice of intent to use After Care to a student's teacher. Advance notice is necessary so that the student is dismissed from school into the After Care Program in lieu of taking the bus. A monthly calendar will be sent home for you to indicate the day(s) the student will be attending the After Care Program.

Scheduled Use of After Care

If a student will be attending After Care on a consistent basis/schedule, it is only necessary to provide the schedule to the teacher once. A Parent/Guardian then only needs to communicate any exceptions/or changes to their regular schedule.

Daily Use of After Care

A student may attend After Care on any day that is needed. For infrequent/non-scheduled use, a Parent/Guardian must provide a note to the teacher indicating that the student is to attend the After Care Program.

Urgent Need

It is the intent that the After Care Program will be available to our families whenever it is needed. If circumstances should arise where a Parent/Guardian has an unplanned need to use After Care, they **must call the School Office before 2:00 p.m.** and receive a verbal confirmation that the student will be placed in the After Care Program. A Parent/Guardian should not presume that communication sent by e-mail or text was received by a member of the Office Staff unless the Parent/Guardian has received a confirmation in return.

Enrichment Programs

Students who attend an After School Enrichment Program may also utilize After Care either before or after the Enrichment Program. Enrichment Program Coordinators or the After Care Program Coordinators will check-in and check-out students who are enrolled in an activity.

Food/Lunch/Snack

Students are permitted to bring their own healthy snack. On a half day of school, the students are to bring their own healthy lunch. Heating/microwaving is not available. Consistent with the School Policy for cafeteria use, students are expected to clean up after themselves after eating including wiping tables and throwing away trash.

Fees

The fees for After Care are as follows: (1) **\$10.00** per hour for one student; (2) **\$14.00** per hour for two students; (3) **\$18.00** per hour for three or more students registered for After Care. All rates are calculated in 15 minute increments. Families are only billed for the time in After Care. The billing period begins at 3:00 p.m.

Half Days

The After Care Program will be available on scheduled early dismissal days. Students are to bring a lunch, a drink, and snack(s) for those days. The Half Day Rates are as follows: (1) **\$10.00** per hour for single student family up to \$40.00; (2) **\$14.00** per hour for two student family up to \$55.00; and (3) **\$18.00** per hour for three or more students up to \$70.00. The billing period begins at 12:00 p.m.

Late Pickup Fee

It is very important that parents understand that to provide a safe environment for the children, certain staffing requirements must be met. Therefore, if your child is not picked up by 5:30 p.m., a \$5.00 late fee will be assessed for every five minutes a child stays beyond the 5:30 p.m. closing time. It is understandable that emergencies do arise that might make it impossible to pick up at the scheduled time. If such a case occurs, every effort must be made by parents to notify the School Office immediately at 845-452-4428. If a pattern of continuous late pickups occur, the matter will be addressed, and the family will have to make other After Care arrangements.