



Seton Catholic Schools Student Care Program Policy

(Updated 2-24-22)

Policy Statement

Seton Catholic School is dedicated to the mission of Catholic education and life-long faith formation. As such, it is pleased to provide Seton Catholic primary and intermediate school students with a safe and secure environment for early drop-off and late pick-up during the school session, and further to provide students with a safe and secure environment during summer months when school is not in session. The needs of the current Seton Catholic Schools community are met by this service. The benefits of before/after school and summer camp programs are widespread. Quality programs provide safe, nurturing supervision for school age children where there are opportunities to reinforce the mission tenets of Seton Catholic Schools and the Archdiocese, including service to God, Church and Community through education, socialization and citizenship.

Administrative Rules

1. Seton Catholic Schools will offer before school care for “full-day” Pre-K through 6th grade students beginning at 7:30 a.m. on school days and ending when the bell rings whereupon the student will proceed to class on their own.
2. Seton Catholic Schools will offer after school care for “full-day” Pre-K through 6th grade students beginning at the end of the school day and ending at 6 p.m. when the student shall be picked up by an authorized adult.
3. All before and after school care shall be provided at the student’s school.
4. A snack will be provided for the after school care only. Breakfast should always be provided by parents as no snacks or breakfast will be provided before school.
5. Seton Catholic Schools will offer a summer camp for previously enrolled incoming Kindergarten through 6th grade students at times and days as may be outlined in a summer camp communication which will be disseminated to students and families on or before May 1st of each year.
6. Summer camp will be offered at either the Intermediate or Primary Building, to be determined and announced by May 1st of each year.
7. The before school, after school, and summer camp program pricing will be collectively called the Student Care Program and pricing will be set annually. Every effort will be made to communicate the costs to students and families on or before May 1st for the

subsequent year. However, Seton Catholic Schools reserves the right to modify the pricing of the Student Care Program as necessary.

8. Seton Catholic Schools endeavors to establish and maintain a safe and secure environment where we will provide supervision and promote positive behaviors by focusing on Seton Catholic Schools' mission of education, life-long faith formation, respecting others, and respecting property.
9. In an effort to meet the goals of this policy, and to promote orderly Student Care Program planning and meet budgetary policy, the following administrative rules will be in effect beginning in 2022 - 2023 school year for all Seton Catholic Schools.
 - 9.1. Seton Catholic Student Care Program is a **prepaid** service. Funds may be added either by online payment, or check or cash delivered to the school in an envelope clearly marked with the student name, grade level, amount and clearly marked "Student Care Program".
 - 9.2. Credit and debit cards may only be used for online payments of after school care.
 - 9.3. Seton Catholic Schools is inclusive in the Student Care program and understands that unexpected situations may arise for a family which may require a student to attend the Program without notice. We welcome those students and families to utilize the Program as needed. Payments should be made within the same week as the service is utilized
 - 9.4. Families are notified weekly of delinquent Student Care Program accounts via automated email reminders.
 - 9.5. Delinquent Student Care Program accounts will be reviewed on a regular basis by school administration. Failure to bring a student's balance to zero or positive can result in the student's exclusion from the Student Care Program until his/her past-due amount is paid in full and the account is funded for future attendance.
 - 9.6. At the conclusion of each school year, any negative Student Care Program account must be paid in full by the last day of school. Failure to do so can affect the student's school enrollment status for the upcoming school year. Student records and/or diplomas will not be released until a family has satisfied all of their financial obligation to Seton Catholic Schools.
 - 9.7. Seton Catholic Schools reserves the right to collect any balance due through legal process.
10. All participants in the Student Care Program are expected to adhere to the Seton Catholic Schools' code of conduct as communicated in the Student Handbook and other places as amended.
11. The spirit of thoughtfulness and cooperation existing within the Seton Catholic Schools community is consistent with utilizing a positive approach to harmony. This includes redirection, diversion, separation and always promoting self-discipline. However, it may become necessary to notify parents of behavior problems.

12. Any inappropriate behavior will be handled by the Student Care Program supervisor and communicated to the parent. If inappropriate behavior continues or if any behavior seriously violates the safety of another student or staff, the student may be excluded from the Program and the parents, or a previously authorized adult, must pick up the student within 30 minutes of notification.
13. In accordance with the law, Seton Student Care Program administrators will not administer medication during Program hours unless they have written consent from the parent **and** the doctor prescribing the medication. All medication must be in its original container which illustrates that the prescription is for the student. The medication must have clear directions for administration on the bottle as well as on the written consent.
14. No student may be picked up from the Student Care Program by anyone other than a parent without a signed parental authorization form giving specific authority to a non-parent. This shall be on file with the Program administrators in advance of Program participation.
15. It is in the best interest of all students if a student stays home or is provided alternate care when he or she is ill. At the sole discretion of the Program administrator, students with fever, diarrhea, or vomiting will not be admitted to the Student Care Program. If a student becomes ill while at the Program, a parent, or previously authorized adult, must pick up the student within 30 minutes of notification. Parents will be notified regarding contagious illness. Students will be readmitted when they are no longer contagious.
16. Any student participating in a Program activity that happens away from a Seton Catholic Schools' campus ("field trip") must have a signed parental consent. Notice for any field trip will be provided ahead of time and any additional expense, if applicable, must be paid in advance.

Adopted (as modified) by Seton Catholic Schools Commission on 2-23-22

Approved by the pastor of St. Elizabeth Ann Seton Parish on 2-24-22