



ST. MARY'S CATHOLIC SCHOOL – ALTON, IL

EXTENDED CARE HANDBOOK 2023-2024

BEFORE CARE DIRECTOR: MRS. ERICA THAXTON

AFTER CARE DIRECTOR: MRS. BARB TREJO

PRINCIPAL: MRS. MARY RIVERA

Parent Handbook: St. Mary's Catholic School Extended Care Program

Philosophy

The St. Mary's Catholic School Extended Care Program will provide a safe and educational child care environment for its students. Our goal is to plan developmentally appropriate activities that foster positive self-esteem, encourage respect for cultural diversity, develop social skills and values, such as accountability and kindness. The daily activities will include craft projects, outdoor/indoor recreational activities, games, and quiet time for homework or reading. The Program will also emphasize Catholic values in all activities.

Eligible Participants

The St. Mary's Catholic School Extended Care Program is a service offered to parents and open to all students currently enrolled at St. Mary's Catholic School. To enroll your child, you must contact our Elementary School Secretary, Katie Roberts. All tuition, registration fees and extended day fees are paid through the FACTS program—contact our Business Manager, Dan Maher, in the Parish Office for more information.

Hours of Operation

The St. Mary's Catholic School Extended Care Program operates as follows:

Before Care:

Monday-Friday: 6:30 to 7:30

The Program is operational on the days that St. Mary's Catholic School is open.

Students are to be dropped-off at Door "A" – parents should walk students to the door. Our Before Care teacher will let the students into the building.

After Care:

Monday-Friday: 3 PM to 6:00 PM.

The Program is operational on the days that St. Mary's Catholic School is open. If the school is having an early dismissal day, the Program will operate as follows:

Early Dismiss at 1 and 1:15 (faculty meetings, etc.): After Care will be open until 6 PM.

Half Day Early Dismissal at 11 and 11:15: After Care will be closed.

If an early dismissal occurs before a holiday weekend, the Program may be closed. The Program does not operate during school vacations or holidays. If there is an early dismissal due to inclement weather, the Program will not operate. If St. Mary's Catholic School is closed during inclement weather, the After Care Program will be closed. Please check the St. Mary's Catholic School calendar for days that the After Care Program will be closed.

Tuition

Tuition payments for all students will be billed through your FACTS account. Even if you pay your tuition in full, you must have a FACTS account as all Extended Care billing is done through FACTS.

The rates for the 2023-2024 school year are as follows:

BEFORE Care:

6:30 am to 7:30 am

(Part-Time/1-3 Days)

(Full-Time/4-5 Days)

\$323.00	One Child	\$493.00
\$580.00	Two Children	\$886.00
\$772.00	Three Children	\$1182.00

AFTER Care:

3:00 pm to 6:00 pm

(Part-Time/1-3 Days)

(Full-Time/4-5 Days)

\$772.00	One Child	\$1182.00
\$1156.00	Two Children	\$1772.00
\$1389.00	Three Children	\$2128.00

Attendance Procedures

Student attendance will be taken daily. The students will wait in the Cafeteria for their parents. They may not wait outside. The child's parent/guardian must come to Door "C" to pick-up their child prior to the designated closing time of the Program. The parent/guardian will buzz into the school, go to the Cafeteria, then sign the attendance roster with his/her signature and the time. The student will not be released to anyone whose name does not appear in his/her enrollment paperwork.

STAFF IS REQUIRED TO CHECK LEGAL IDENTIFICATION UNTIL THEY BECOME ACCUSTOMED WITH THE PICK-UP RESPONSIBILITY.

If special arrangements have been made, you must notify the school either in writing, by email, or by telephone of the person allowed to pick-up your child. These persons will be required to show identification before the child will be released. If either parent wishes to place restrictions on the other parent's rights to pick-up a child, St. Mary's Catholic Extended Care Program requires the enrolling parent to submit a copy of court orders or other legal documentation regarding child custody and/or visitation rights. The information must be on file with the school.

Emergency Procedures

The St. Mary's Catholic School Extended Care Program has written policies and procedures for dealing with emergencies. We will periodically schedule, carry out and document emergency drills. Evacuation plans will be posted in each classroom and area of the building where students will be located during the After Care Program.

Emergency Care Forms are kept on file with the Extended Care personnel. In case of illness or injury, the forms are used to notify and advise you of the student's status. It is extremely important that the information is kept current. If any information should change, please notify the school office/Extended Care Director so that we can update our records.

School Lockdown-If the school is under an emergency lockdown, the students will remain in the building. All exterior doors will be locked. Students will not be released during a lockdown.

Natural Disaster Plans-After Care personnel will follow the school's safety plans for natural disasters.

Medication

Our primary concern when administering medication is the safety and health of every child. If a parent wishes a medication to be administered, the school Permission to Administer Medication Form must be completed and those protocols will be followed.

Infection Control Policy

If a child has been exposed to any communicable disease, the parent/guardian is asked to notify the Program immediately. If a child shows any symptoms listed below, the parent/guardian will be called, updated on the child's symptom(s), and asked to immediately pick-up the child. If the child has any of the following symptoms, we ask that they be kept out of the Program until the symptoms are gone for 24 hours or with a physician's written authorization indicating that the child may return to school.

The symptoms include but are not limited to:

1. Fever of 100 degrees or higher
2. Pinkeye
3. Vomiting
4. Diarrhea

Health Records

Each child's health records and immunization information must be on file in the school office prior to attendance at the St. Mary's Catholic School Extended Care Program.

Staff Members

The staff of the St. Mary's School Extended Program are hired by the Principal and Dean of Students who are trained on hiring personnel who meet the Diocese's and State's qualifications (pass background check; completed training for Protecting God's Children, CPR, Sexual Harassment, Mandated Reporter, etc.). The staff will hold the same expectations for students during the Extended Care Program that our administration/faculty/staff hold for students during the normal school day.

Communication

Communication between parents, staff and students is essential and will ensure an enriching program for all participants. If there are any questions or concerns, please call the main office at 618-465-8523 (after school hours, please call 618-797-8514 or email: Director of Before Care at ethaxton@smsalton.com – Director of After Care at btrejo@smsalton.com. Any concerns that need to be brought to the attention of St. Mary's Administration must first be addressed with the Director(s).

Food/Snack

The St. Mary's Catholic School After Care Program will provide a healthy snack and water (students should bring their water bottles) each afternoon that meets the U.S. Department of Agriculture nutritional standards. If you wish to provide a snack for your child, please ensure that it is properly sealed to prevent spoilage and that it is labeled with your child's name and date. Before Care students should bring their own snacks.

****Students with allergies should have this communicated in their After Care Program paperwork and should provide their own daily snack****

Daily Schedule

Due to the number of students and diverse age levels, our After Care Program schedule is created to meet the needs of all our students. For this reason, students are given ample amount of time each day to work on their schoolwork as well as socialize (indoors or outdoors, weather permitting).

Monday through Friday

3 to 3:30 PM: Attendance, prayer, snack, restroom break

3:30 to 6 PM: (*STUDENT OPPORTUNITY*)

Each day students are given the opportunity to participate in a physical activity, either outside or in the gym depending on the weather, or to participate in a non-physical activity, such as a board game, watching a movie, doing a craft, or playing cards.

In addition, after snack is a time to begin homework – We understand homework completion is important for students who will leave our After Care Program to go to other events, so they need this time to complete their schoolwork.

6 PM: Designated pick-up person signs-out student—pick-up person must arrive by 6 PM.

****WE CANNOT ACCOMMODATE DAILY REQUESTS FROM PARENTS SO PLEASE SPEAK WITH YOUR STUDENT ABOUT UTILIZING THIS TIME APPROPRIATELY****

Please note that this schedule is subject to change based upon weather, supplies and staffing requirements.

Electronics

Cell phones (including watches that connect to the cell phone), tablets, and other technological devices are not permitted in Extended Care. This is for the student's safety as well as social-emotional growth. Extended Care staff will provide a plastic bag to insert the electronic devices when students arrive in the Cafeteria. The student's name and device will provide easy retrieval upon the student's departure at the end of the day. The same bag will be used daily.

Students found with an electronic device without Extended Care staff permission (given only in cases where the Director and Principal have agreed it is necessary) will receive a warning. After an initial warning, student's parents will be contacted as well as the St. Mary's Catholic School Administration. Continual failure to follow the rules pertaining to electronics will result in permanent dismissal from the Extended Care Program.

Behavior Management

The St. Mary's Catholic School Extended Care Program will strive to provide an environment for the students to learn, explore and have fun. However, if a behavioral issue occurs, our philosophy is to help children learn human values, problem-solving skills, and to take responsibility for their choices. The Program will use the following positive guidance techniques:

1. Redirection
2. Verbal intervention
3. Time away from the activity/group

If these techniques do not work effectively, parents will be notified and the Director as well as a St. Mary's Catholic School Administrator will request a parent/teacher conference to develop a specific plan.

Parent Late Policy

The St. Mary's Catholic School After Care Program closes at 6 PM on days it is in session. Please be prompt when picking your child up from the Program. If you know you are going to be late due to unforeseen issues, please call the direct line for After Care at 618-797-8514 to let the Director know (the school office will be closed so please do not call the school's main number). The Director will call the parent/guardian at 6 PM if their child has not been picked-up. If a parent is consistently late (more than 3 times), they may need to find another option for after school care for their child.

- 1st time parent is late: Verbal warning
- 2nd time parent is late: Phone call to parent from the Director
- 3rd time parent is late: Phone call/meeting with the school Principal

Attention Pre-K Parents/Guardians: Please provide a complete change of clothes for your child and be sure to write his/her name on each piece of clothing before placing them in a plastic bag.

**Saint Mary’s Catholic School Extended Care Program Parent Handbook
Agreement: 2023-2024**

_____ Name of child
_____ Name of child
_____ Name of child

I/We have read the Parent Handbook and agree to abide by the policies and procedures stated therein.

_____	_____	_____
Date	Parent/Guardian Name	Parent/Guardian Signature