



BEFORE & AFTER SCHOOL CARE PROGRAM

September 2025 – June 2026

Dear Parents/Guardians,

St. Therese School is pleased to offer quality Before and After School Care programs for our students in PreKindergarten through 8th grades whose parents work outside of normal school hours. STS Before and After School Care will BEGIN on Tuesday, September 2, our first day of school for Grades 1-8.

K-8 Before School Care 6:30am-7:30am: supervised by a teacher, held in their classroom (2nd/3rd grade exterior door).

PreK Before School Care 7:30am-8:30am: supervised by a teacher/aide, held in the gymnasium/PK building. Drop your student off at the main building entrance (incoming car line).

PreK-8 After School Care until 6:00pm: professional child supervision in a structured program of both snack time, study time and recreation, held in the gymnasium with outdoor playtime weather-permitting.

This handbook has been designed to address all issues relating to our Before and After School Care programs and to provide for the **REQUIRED REGISTRATION FORM** due prior to having your child(ren) attend the Program(s). As we continually fine-tune our programs, we welcome your comments and suggestions so that this will be an enjoyable experience for both you and your child.

Sincerely,
Timothy Dunnigan, Principal

NO AFTERCARE ON THE FOLLOWING DATES (INCLUDES THOSE PRECEDING HOLIDAY BREAKS):

Friday, October 31 (Halloween)
Wednesday, November 26 (Thanksgiving break)
Friday, December 5 (Faculty/Staff Christmas Event)
Tuesday, December 16 (Christmas Concert)
Tuesday, December 23 (Christmas break)
Thursday, April 2 (Easter break)
Tuesday, May 19 (Spring Concert)
Friday, May 22 (Memorial Day weekend)
Thursday, June 11 (Graduation)
Monday-Wednesday, June 15-17 (Last Week of School; may move earlier due to unused snow days)

ON DAYS THAT HAVE AN EVENING SCHOOL EVENT, AFTERCARE WILL END AT 4:30PM. REMINDERS/ALERTS WILL BE SENT.

STS BEFORE & AFTER SCHOOL CARE (BSC/ASC) PROGRAM GUIDELINES 2025-2026

1. HOURS:

- **K-8 Before School Care:** 6:30am-7:30am / Drop-Off: 2nd or 3rd Grade exterior door
- **PK Before School Care:** 7:30am-8:30am / Drop-Off: Main School IF BEFORE 8:00am
- **PK-8 After School Care:** 2:30pm-6:00pm on full days / 12:00pm-6:00pm on half days

2. BEHAVIOR:

Children are expected to respect the staff, students, school property and materials.

Improper or dangerous behavior may lead to expulsion from the program by the Principal.

3. DRESS (ASC):

Immediately after dismissal, students may change into **play clothes**. Please make sure that your child has clothing that they can dress themselves in, as the school personnel cannot assist your child in dressing. Parents **MUST LABEL** all articles of clothing with child's name.

4. CELL PHONE, CHROMEBOOK POLICY:

Cell phones and Chromebooks are NOT permitted to be used AT ANY TIME during AfterCare. Homework assignments that require a Chromebook can and should be done at home, not during AfterCare.

5. SNACKS (ASC):

Your child **MUST** have a snack and a refillable water bottle, as they are not provided. The only snacks allowed are those your child brings in for him or herself (no group snacks for birthdays, holidays, etc.). Please remember that STS is "nut-free" due to recognized nut allergies.

6. PLAN (ASC):

ASC will begin with snack time, followed by study/homework time for those students with homework. While our ASC personnel **are not tutors**, they may give your child some help if the student requires it. *However, it is not their responsibility to ensure that student homework is completed.* Free time for board games, coloring, outdoor play, other activities will follow until parents arrive. **Games, electronic devices, other toys from home ARE NOT PERMITTED as they may get lost or broken. The school and/or its personnel will not be held responsible for lost or damaged items.**

7. PICKUP (ASC):

When picking up your child, please ring the ASC doorbell on the right at the main building entrance. You **MUST** sign your child out before leaving and **ONLY** a person authorized on your Registration Form will be permitted to pick up your child. Children may not leave the building alone. Your child's health and safety are paramount, and it is crucial that all parents and guardians adhere to these guidelines.

8. HALF DAYS (ASC):

On half days, **children must bring their own lunch and an extra snack, refillable water bottle** for later in the afternoon.

9. ILLNESS:

In the event of student illness, parents will be expected to make provisions for taking their sick child home.

Should an illness or other emergency arise, **we MUST be able to contact you/authorized persons to pick up your child(ren).**

A School Nurse is NOT AVAILABLE during Before/After School Care. Medications CANNOT be administered.

10. CONFIDENTIALITY:

Please do not discuss homework, school, or family issues with Before/After School Care personnel.

Call or make an appointment with the teacher or Principal. Confidentiality is extremely important.

11. REGISTRATION, RATES AND PAYMENT:

To utilize the Before/After School Care program whether on a regular basis or as a "drop-in", the **Registration Fee of \$10.00 per child/student is due with the REGISTRATION PRIOR to having your child(ren) attend the Before and/or After School Care programs.**

Before School Care† DropOff and Rates	One Child	Two+ Children
BSC K-8 DropOff (K-8 STUDENT) BETWEEN 6:30am and 7:30am	\$7.00	\$10.00
BSC PK DropOff (PK STUDENT) BETWEEN 7:30am and 8:30am	\$7.00	\$10.00
BSC PK DropOff (PK STUDENT) BEFORE 7:30am WITH K-8 Sibling ONLY*	N/A	\$17.00
After School Care Pickup and Rates	One Child	Two+ Children
ASC Pickup BEFORE 3:30pm	\$7.00	\$10.00
ASC Pickup BETWEEN 3:30pm and 4:29pm	\$14.00	\$20.00
ASC Pickup BETWEEN 4:30pm and 6:00pm	\$21.00	\$30.00
ASC Half-Day (12pm-6pm / Hourly Rate** ONLY)	\$7.00 / Hour	\$10.00 / Hour

† **NO Before School Care in the event of a delayed opening.**

* **REQUIRES approval prior to attending. Please call the main office.**

** **Half-Day hourly rate applies to 60 minutes. Over 60 minutes yields an additional hourly fee.**

• PAYMENT:

Cash or Check made payable to "St. Therese School" (memo: Before/After School Care) or ONLINE due as follows:

Regular Basis: Due in full at the end of each week OR **Drop-In:** Due when picking up your child(ren)

The following REGISTRATION FORM IS REQUIRED to Register for our Before/After School Care Program PRIOR to any student attendance. Please return to the school office with your Registration Fee(s) to utilize Before/After School Care.

STS BEFORE & AFTER SCHOOL CARE REGISTRATION 2025-2026

STS FAMILY NAME (as Contracted):	
CHILD #1 NAME:	GRADE:
CHILD #2 NAME:	GRADE:
CHILD #3 NAME:	GRADE:
CHILD #4 NAME:	GRADE:

PRIMARY PARENT / GUARDIAN NAME:	
PRIMARY HOME ADDRESS:	
MOTHER / GUARDIAN CELL #:	MOTHER / GUARDIAN WORK #:
FATHER / GUARDIAN CELL #:	FATHER / GUARDIAN WORK #:

OF STUDENTS BEING REGISTERED (as listed above) X \$10.00 = \$.

☐ CASH/CHECK (payable to "St. Therese School") IS ENCLOSED

PERSONS AUTHORIZED TO PICK UP MY CHILD(REN) from ASC (OTHER THAN PRIMARY PARENT(S) / GUARDIAN LISTED ABOVE):

PERSON #1 NAME:	RELATIONSHIP TO CHILD(REN):
TEL / CELL #:	WORK #:
PERSON #2 NAME:	RELATIONSHIP TO CHILD(REN):
TEL / CELL #:	WORK #:

FIRST AID: I authorize the staff to provide any first aid care deemed necessary for my child. I am aware that a School Nurse is NOT AVAILABLE during Before/After School Care and that medications CANNOT be administered by Before/After School Care personnel.

EMERGENCY CARE: In the event of an emergency, I am aware that 911 will be contacted and every effort will be made to contact the persons listed above.

I HEREBY RELEASE ST. THERESE SCHOOL AND STAFF FROM ANY AND ALL INJURIES THAT MAY OCCUR WHILE MY CHILD/CHILDREN ARE ATTENDING THE BEFORE/AFTER SCHOOL CARE PROGRAMS.

PRIMARY PARENT / GUARDIAN NAME (PRINT):	SIGNATURE:	DATE:
---	------------	-------