

ST. AMBROSE BEFORE/AFTER SCHOOL PROGRAM

St. Ambrose School Before/After School Program follows the guidelines of the Archdiocesan School Office. The Before/After School Program serves students until 6:00 p.m. Monday-Friday. Services are provided for students attending St. Ambrose in grades Pre-Kindergarten through Eighth Grade. The Before/After School Program is open **only** when school is in full day session.

A qualified credentialed director, as well as an experienced staff member, run the Before/After School Program. The staff works together to help each child grow in maturity and self-respect.

Emergencies/Safety

With the children's safety and well being in mind, it is extremely important that each parent fill out a registration form and adhere to the instructions given. One of the most important regulations concerns the child's leaving of the premises of the Before/After School Program.

- Parents or guardians should not take children from the school grounds without notifying the Before/After School Staff and signing the child out.
- Parents or guardians should not send persons whose names are not on the registration form to ask for the release of children. For the child's safety, the release will not be granted. In certain situations a note may be sent requesting that a child be released to persons not already listed on the registration form. **Phone calls asking for this release will not be accepted.** In all situations a valid ID must be presented, such as a Driver's License.
- If there are any court orders in place, concerning your child, you must send a copy for the Before/After School Program to keep on file.
- In order for a child to attend a sporting event at St. Ambrose after school, a note must be sent detailing who will be picking the child up and who will sign him/her out of the After School Program. Under no circumstances will a child be sent to an event without adult supervision. Each child must be picked up and signed out of the program.
- Children participating in extracurricular activities that do attend the After School Program must be signed out before going to the event. This includes practice for a sport, cheerleading, dance squad, yearbook, tutoring, and club meetings. The child will be required to sign in to Extended Day at 3:15 p.m. and the event sponsor will come to pick up the child. It is required that the parent send a note giving permission to the sponsor to pick up their child from the After School Program and escort him/her back at the conclusion of the event. A note does not need to be sent each day. One note stating the dates and expected arrival time back to the After School Program is fine.

Illness/Accident

Cases which seem to be minor will be treated on the premises. Medication will not be administered unless a written statement for the physician and parent is on file in the Before/After School office. Forms for Physician's Request for Administration of Medication by School Personnel are available at the school clinic.

In cases which seem to be serious, the Before/After School Program Director, or Teacher on Duty, will make every effort to carry out the instructions as given on the registration form. Parents who do not wish to have their child treated in any way should indicate such on the registration form and should give directions to be followed in the space "Special Instructions." If it is determined that your child needs to be picked up you will be contacted. Please make every effort to pick your child up in a timely manner, as we do not have accommodations for the care of sick children.

If the parent/guardian does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the Before/After School Program Staff will act according to their best judgment for the welfare of the child.

Homework

Each day a homework period is scheduled. This is a quiet work time. It is the responsibility of the child to acknowledge the time given and make proper use of his/her time. The Before/After School Program employees assist the children during homework time. They are not required to re-teach the material to the children. There may be times when all of your child's homework is not completed during the After School Program. Please realize that there is only a certain amount of time allotted for homework.

Snacks

Snacks will be served each day. Since one serving per child is given, your child may want to bring an additional snack if a single serving does not suffice. **No gum or candy is allowed.**

Toys From Home

It is requested that children not bring toys from home. Often these items are very personal and important so the child feels the items must be defended and protected. This is not consistent with the sharing atmosphere that we encourage. If a toy is brought to the Before/After School Program it will be confiscated until the child is picked up to go home. If a personal toy goes undetected by the Before/After School Program Staff and is missing or broken, the Program and Staff will not be held liable.

Clothing

Your child may bring clothing from home to change into during the After School Program. We advise that you send play clothes. Extended Day is not responsible for any missing articles of clothing. Please realize that all clothing brought must be in good taste.

Expectations

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the environment. They must never leave the building or grounds without explicit permission from the Before/After School Program Staff. Such permission will only be granted by order of the parent or guardian. If a child is to go to the After School Program he/she is to report to the assigned area at 3:15 p.m. Visiting in the halls or walking about the property will not be tolerated. Children may not leave the campus and return to check in to the After School Program, unless a reason and note are sent by the parent or guardian. Children will not be allowed to return to classrooms, for any reason, after 3:30 p.m.

Discipline

The Discipline Policy for the Before/After School Program is the same as the Discipline Policy for the Day School Program.

Communication

It is very important that you label all notes "Before/After School Program." They will then be forwarded to the Program Director. If it is necessary to call during the school day please call (713) 686-6990 and leave your message for the Program Director. If you will be calling between 3:00 p.m. and 6:00 p.m. please call (281)857-0192.

Billing

Bills will be handed out the first week of each month. They will be given to the homeroom teacher, so please check folders/backpacks at that time. The bill received will cover charges for the prior month. Payment must be received by the 10th of each month. Any payment not received by the 10th of the month will incur a \$10.00 late fee. No Report Cards will be issued if there is an outstanding Before/After School Program bill. **If a bill is outstanding for more than two months your child may not be allowed to participate in the Before/After School Program until the account is paid in full.** We are asking that you please not send a cash payment with your child. Please make your cash payment in person while the After School Program is in session.

There is a \$25.00 fee assessed on all returned checks.

Rates

The charges for the Before/After School Program are as follows:

Registration Fee - \$25.00 per family

Daily Rate

\$4.00 per day if your child is picked up by 4:00 p.m.

\$10.00 per day if your child is picked up by 6:00 p.m.

Weekly Rate

\$45.00 per week – a week consists of 3 or more days in attendance

Morning Care

Morning Care is available from 7:00 a.m. until 7:40 a.m. The cost is \$1.00 for each morning that your child attends. **Any child left on the premises before 7:30 a.m. will be escorted to Morning Care. It will be the responsibility of the parent to pay for any charges incurred.**

Pick-Up

Parents are to park in front, by the Church, and walk through the walkway next to the auditorium, around the back to pick-up students from the After School Program. Please go to your child's assigned After School Program Employee to sign your child out. Children may not leave the program without being signed out. On rainy days you may drive around the back and park to pick up your child(ren). **You may drive to the back *only* on rainy days. This is for our children's safety!**

There will be a \$1.00 per minute late charge for each minute past 6:00 p.m. that children are left in the After School Care Program.

The Director of the Before/After School Care Program is Mrs. Nickie Spedale-Bounds. All inquiries should be made to her attention. Co-director of the Before/After School Care Program is Anna Valdez.