

## **After School Care Program Regulations**

Saint Mary Star of the Sea School is for the benefit of the students and their parents. The handbook will be helpful to the members of the school community as it will promote and encourage knowledgeable cooperation among its members. The After School Care (ASC) Program is under the auspices of Saint Mary Star of the Sea School. Saint Mary's School provides ASC with several locations for their use, namely, a classroom for grades PK-2<sup>nd</sup> grades, the cafeteria for grades 3-8<sup>th</sup>, and the gymnasium. In addition, Saint Mary's School orders and provides the supplies, equipment, snacks and drinks.

The ASC program follows the guidelines and policies of the Saint Mary Star of the Sea School Parent-Student Handbook. The handbook follows the broad framework of the regulations for the schools of the Diocese of Richmond as well as the regulations and standards for state-approved schools. The handbook is published yearly so that it may be kept current with developments at Saint Mary Star of the Sea School. The principal of Saint Mary Star of the Sea School retains the right to amend this handbook for just cause. If changes are made, faculty, staff, parents and students are given prompt notification to that effect.

The staff of the ASC program are interviewed, hired and oriented by the principal and administration of Saint Mary Star of the Sea School. The job description is made available when posting the position openings and when new staff members are hired.

Safety and security of the ASC program is maintained by the principal and administration of Saint Mary Star of the Sea School. Upon initial health screening, if students shows signs of illness or distress requiring medical attention, the parents of the students are notified and requested to be picked up to receive proper medical attention. ASC staff members are required to report accidents that occur during ASC using a Diocesan reporting form and submitting this to the principal for signature and review. Reports of serious physical injuries that require an emergency referral to an offsite health care professional or treatment in a hospital shall be submitted annually. In the event that there is a serious injury and death, the ASC staff members are required to be reported to the principal who in turn reports this to the Commissioner. ASC staff members are required to abide by the Safe Environment guidelines in reporting any signs of suspected child abuse.

### **Job Description and Qualifications of ASC Staff**

- *General:* Support the Mission and philosophy of the school. Have working knowledge of all policies and procedures in school handbook. Attend meetings as requested. Other duties as assigned, especially relating to ASC. Arrange for substitute when unable to perform assigned work.
- *Supervision of Children:* Maintain a schedule of all activities for the students in ASC, with a balance of recreation, snack, homework, and craft time. Promote a positive atmosphere and supervise all children in ASC at all times while on duty. Organize age appropriate activities for the children. Use written behavior forms and submit to the principal or her representative in the event of repeated or severe student behavior difficulties. Follow universal precautions in the event of an accident, and contact the principal or her representative in the event of any emergency.
- *Inventory and Facilities:* Purchase, stock and prepare daily snack for ASC children. Keep ASC room (and other areas utilized by ASC) in clean, orderly fashion. Report damaged or broken toys, furniture, and/or any items in ASC room to the principal or her representative in writing. Ensure that first aid and exposure kits are adequately stocked and kept in ASC proximity. Set up and pack up ASC room at the beginning and end of the school year, and keep bulletin boards and walls decorated (preferably with student art work and crafts).
- *Paperwork:* Keep accurate records of attendance at ASC to be turned into the bookkeeper daily. Keep accurate records filed on all students who attend ASC.

**Background:** Experience working with children.

**Skills Necessary:** High level of organization. Crafts or other art skills, as needed (desirable) First Aid and CPR certificate (current)

### After School Care Program Details

Saint Mary operates an After School Care (ASC) program staffed by workers who are CPR/FA certified. ASC is available from noon until 5:30 p.m. for Pre-K students (3- and 4-year-old programs). It is available from 3:15 p.m. until 5:30 p.m. for students in grades K - 8. ASC is also available for all students on early dismissal days. Parents will be billed at an hourly rate for the time that their children are in ASC, unless they use a payment plan. Parents whose children remain in ASC after 5:30 p.m. will be charged \$1.00 per minute for this service.

The students in After School Care are divided into two rooms according the grade levels. Each room has a routine and schedule that is followed. If students do not finish homework during the homework time, it is understood that further time on homework will take place at home. The ASC workers are not considered tutors and therefore are not expected to help with homework on a personal basis.

### General Information:

**Sign-in:** Children come directly to the appropriate after care room. Pre-K through 2<sup>nd</sup> Grade are in the After School Care Room in the lower building and 3<sup>rd</sup> through 8<sup>th</sup> grade are in the cafeteria. Once they are signed-in, they cannot leave until a parent or designated adult signs them out.

Rules for after school are the same as classroom rules, namely, students are to be considerate and respectful to all teachers and to the other children. Parents will be informed of repeated behavior problems and infractions will be issued if behavior warrants them. The discipline policy as outlined in the Parent-Student Handbook will be followed.

**Homework:** 40 minutes is set aside for homework each day for students in grades 3-8. Once students have completed their assignments, they should have a book to read. Maintaining a quiet room for the remainder of the students is expected.

**Sign-out:** For the safety of each student and according to legal guidelines, it is imperative that the parent or designated adult signs them out and marks the time for billing purposes. For students participating in one or more of the after school activities, they will be checked into After School Care once their activity ends and they are dismissed.

On noon dismissal days, students will need to bring lunch and a drink. Please do not send money with your child as the cafeteria will not be open.

The following schedule takes place on regular school days:

#### **3<sup>rd</sup>-8<sup>th</sup> grades:**

3:15-3:20 sign in

3:20-4:00 snack and homework

4:00-5:00 outside or gym for free play time

5:00-5:30 games or read indoors, clean up

#### **PK-2<sup>nd</sup> grades:**

3:15-3:20 sign in

3:20-3:30 snack

3:30-4:00 homework (students with no homework go outside to play)

4:00-4:30 outside (for those students after homework)

4:30-5:00 free play time

5:00-5:30 movie time/clean up  
 ASC Fees are posted on the website with the following Child Care ([www.saintmarystarofthesea.com](http://www.saintmarystarofthesea.com))  
 [ADMISSIONS/TUITION & FEES]

**CHILD CARE PLANS GRADES PK-8: (Fee includes a discounted rate and Before School Care)**

<b>TIME</b>	<b><u>YEARLY</u></b>	<b><u>MONTHLY</u></b>
PK3 3-day 12:00-3:00 p.m.	\$1,330.00	\$133.00
PK3 3-day 12:00-5:30 p.m.	\$2,215.00	\$221.00
PK3 & PK4 5-day 12:00-3:00 p.m.	\$2,215.00	\$221.00
PK3 & PK4 5-day 12:00-5:30 p.m.	\$3,650.00	\$365.00
3:00-4:30 p.m.	\$1,175.00	\$117.00
3:00-5:30 p.m.	\$1,965.00	\$196.00
One hour or less	\$650.00	\$65.00
Drop-in Rate (5 hours/month)	\$210.00	\$21.00

**OTHER FEES (paid monthly):**

After School Care \$10.00/hour per child  
 Before School Care \$10.00/week per family

**After-School Care Program Details:**

**Physical Facilities**

The Lower building classroom is used for PK-2<sup>nd</sup> grades and the Cafeteria is used for 3<sup>rd</sup>-8<sup>th</sup> grades.

**Enrollment Capacity**

The enrollment capacity for the ASC program is 40 students.

**Food Services**

Healthy snacks are offered to students in After School Care within the first half hour of the program begins after school. Snacks are purchased by the cafeteria manager.

**Health Requirements**

Saint Mary Star of the Sea School requires that each staff provides a yearly physician's statement stating the person is in good physical condition for supervising and caring for children.

**Public Liability Insurance**

Students enrolled in Saint Mary Star of the Sea School are under the Diocese of Richmond Student Accident Insurance. A letter is sent home with this information: *Dear Parent of Guardian, because we feel that accident coverage for your child(ren) is very important, we have secured a special School Time Accident Policy for all students attending our school and participating in any school sponsored and supervised aftercare program. The cost of the insurance is paid by the school. The coverage is being offered through A-G Administrators. The insurance carrier is US Fire Insurance Company. The school time policy is excess coverage. This means that benefits will be paid that are not payable by any other insurance policy or group service contract. If the student has no other insurance, the policy will pay the full benefits for covered charges due to an accident up to the policy maximum. If you have coverage through an HMO or (similar organization), you must comply with their requirements or your claim will not be covered under this policy. This insurance only applies if all of the following conditions are met: (1) The accident results from a school sponsored and supervised activity; (2) Initial treatment is rendered within 90 days from the date of the accident; and (3) A completed claim form is mailed to A-G Administrators and postmarked within 30 days after the date of the accident. The claim form must be provided by the school.*