



AFTERCARE PROGRAM

Contact: Lillian Ruiz, Director

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Hours: 3:00 pm – 6:00 pm

Welcome to the After Care Program at Saint Martin of Tours Catholic School!

We are proud to offer a licensed program that caters exclusively to the students of Saint Martin of Tours. Open from 2:40 p.m. to 6:00 p.m. on school days, our program accommodates families through full-time and drop-in options, contingent on availability, behavior, and timely payments.

Our After Care Program is designed to provide a safe and enriching environment for children in grades Pre-Kindergarten through Eighth. With a focus on professional supervision, we offer a variety of activities, including arts and crafts, engaging science experiments, fun games, and dedicated homework time, all aimed at fostering growth and learning.

Our team, consisting of experienced directors and dedicated teachers, is committed to creating a nurturing atmosphere where children receive individual attention and develop self-respect and mutual respect. Investing in our program supports not only your child's development but also enhances the educational experience at Saint Martin of Tours. Remember, the fees collected are vital for maintaining the quality of the program, as we do not receive subsidies from the school or parish. Join us in creating a vibrant community where your child can thrive!

REGISTRATION - \$35 per family

Registration for the 2025-2026 After Care program will take place during summer of 2023. Registration forms will be sent to all families or can be easily accessible via smsmd.org website under Aftercare forms.

All families must fill out the registration form and an emergency card for After Care

PAYMENT: Aftercare runs on a 10 month calendar year. Full time After Care families: will be charged the weekly fee for the 10 months of school calendar year for inclement weather, such as snow days:

Yearly \$3,900.00 Per Child
Weekly \$100 per week per child
1 to 2 days a week at \$10 per hour, per child, for any portion of that hour, including 15 or 30 minutes.
Emergency Drop-In: A one-day drop-in costs \$10 for each hour per child. You will be charged for any part of that hour, even if it is just 15 or 30 minutes.
Late Fees Late fees are assessed at \$5.00 per minute, per child after 6 PM.

Financial Aid: Financial Aid/Child care scholarships, are available only through Montgomery County Social Services. Please contact the After Care director for additional information. See application below – you can copy and paste links:

https://www.montgomerycountymd.gov/HHS-Program/Resources/Files/CYF%20Docs/WPA%20English%20%209_2018.pdf

https://www.montgomerycountymd.gov/HHS-Program/Resources/Files/CYF%20Docs/WPA%20Spanish%20%209_18.pdf

Billing cycle:

Month	Amount per 1 child	Amount per 2 children	Amount per 3 children
August 2025	\$100.00	\$200.00	\$300.00
September 2025	\$500.00	\$1,000.00	\$1,500.00
October 2025	\$400.00	\$800.00	\$1,200.00
November 2025	\$400.00	\$800.00	\$1,200.00
December 2025	\$300.00	\$600.00	\$900.00
January 2026	\$400.00	\$800.00	\$1,200.00
February 2026	\$400.00	\$800.00	\$1,200.00
March 2026	\$500.00	\$1,000.00	\$1,500.00
April 2026	\$300.00	\$600.00	\$900.00
May 2026	\$400.00	\$800.00	\$1,200.00
June 2026	\$200.00	\$400.00	\$600.00
Total Yearly	\$3,900.00	\$7,800.00	\$11,700.00

Payments:

Annual Plan: A single, comprehensive payment is required during the last week of August to cover the entire school year. Parents can opt to pay using cash, check, or credit card; however, please note that a 5% processing fee will be applied to all credit card transactions.

Monthly Payments: For families who prefer flexible payment options, monthly payments are due on the 1st of each month, allowing for easier budgeting throughout the year.

Weekly Payments: For those who prefer an even more frequent payment schedule, weekly payments are due every Monday, ensuring that fees are kept current.

One-Day Drop-In Care: For parents needing occasional drop-in care, we offer services at a rate of \$10.00 per hour, per child. This fee is payable at the time of service using cash or check, providing a straightforward option for parents with fluctuating schedules.

Returned Check Fee: In the event that a check is returned by a financial institution due to insufficient funds or any other reason, a fee of \$35 will be charged to the account. Furthermore, if more than two checks are returned, all subsequent payments must be made using cash, money order, or certified check to ensure valid payment methods are used moving forward.

Withdrawal and Changes: Should a family wish to transition from Full-time care to Drop-in services, it is essential to provide a written notice two (2) weeks in advance. Failing to provide this notice will result in a fee equivalent to two weeks of service, ensuring that we have adequate time to adjust staffing and resources accordingly.

Pick-Up Procedures: To ensure a smooth and safe transition at the end of the day, children will gather in the cafeteria waiting for their parents. It is important that all children are signed out. For security reasons, children cannot be picked up outside the designated area. If parents arrive after the carpool period, students will be required to sign in to After Care. Please note that if your child is present at any time from 3:15 PM to 4:00 PM, you will be billed for the entire hour. We kindly request that parents wait outside the cafeteria, where a staff member will escort your child to you, minimizing unnecessary foot traffic in the school premises.

After Care Hours:

Regular After Care Hours: Our dedicated service runs from 3:00 PM to 6:00 PM, offering parents peace of mind during their work hours.

Half Days: On half days, aftercare is provided from 12:30 PM to 5:00 PM. For specific dates, please refer to the school calendar, which outlines when aftercare services are available. *Families utilizing part-time services or one-day-a-week drop-ins will be responsible for the hours used during half days, and if the child is present on a full-time basis that week, the full-time rate applies, including any additional hours utilized during half days.

Late Pick-up: Any child not picked up on time will be charged Late Fees assessed at \$5.00 per minute, per child after 6 PM. This late fee is to be paid immediately to the staff who stayed with your child. Cash or check must be made out to the staff on duty. Our staff is only paid up to 6:00 PM and our program is only license to operate until 6:00PM by Maryland State Department of Education – Office of Child Care (Montgomery County). State vouchers can not be used to pay for late pick up.

*Three (3) late pick-ups will result in termination of your registration.

Registration fee will not be refunded*

Emergency drop in: Students who are not picked up 15 minutes after regular dismissal will go to After Care-Cafeteria. It will be charged \$10 for every hour or part of the hour. Reoccurring drop ins/drop offs will be charged as part time or full time depending on the number of days. Please refer to the rates stated.

Homework: During After Care, we provide supervised time for children to work on their homework. While our staff is available to assist as much as possible, we encourage parents to check in on assignments and provide support as needed. Computers are available for children who may require technology for their tasks, underscoring our commitment to fostering a conducive learning environment.

Dress Code: To maintain a consistent environment, children are required to remain in their school uniforms during After Care and may not change into play clothes. This policy helps to uphold a sense of community and discipline within the program.

Our daily schedule is as follows, but subject to change as needed:

3:00-3:15	Roll call & snacks*
3:15-4:00	Outdoor play or gym play
4:00-5:00	Supervised homework /Daily Project
5:45-6:00	Cleanup/Gym closed
6:00	After Care closed

Aftercare Personnel: An approved number of staff members will always be on duty. Staff have met the qualifications required for a licensed Day Care facility in Montgomery County.

Emergency School Closure

The school follows Montgomery County Public School and Archdiocese of Washington Catholics Office closings during inclement weather. There will be no aftercare if the school is cancelled. If Montgomery County Public School or Archdiocese of Washington Catholic Schools Office will call for an early dismissal due to inclement weather or any other reason, after care will not operate.

Program: The After Care Program will aid in the enrichment and safety of the children. It includes: Outdoor play

Homework

Games

Quiet time

Movies

Group activities

Art

Absence: The After Care Director must be notified if a full-time child is absent. Even in cases of absence, full payment is still required for full-time children. Consideration may be given for prolonged illnesses. However, if the absence is due to vacation, full payment is still expected.

Daily Release: Daily release takes place in the cafeteria. Children will only be released to a parent or guardian, or to an individual authorized by the parents or guardians. Anyone picking up a child for the first time must show identification. Only individuals listed on the emergency card are authorized to pick up a child. For your child's safety, there will be no exceptions to this rule.

Important Parental Responsibilities

Emergencies and Safety: To ensure the safety and well-being of the children, we require an emergency card to be on file with updated phone numbers. This card must be completed by the parent or guardian, and we will follow the instructions provided.

One of the most important regulations concerns the departure of children from the Aftercare Program premises. Parents or guardians must inform the Aftercare Program staff before taking their children from the school grounds or any other areas. Additionally, each child must be officially signed out. The Aftercare Program personnel will not allow children to leave in taxis or Ubers, or to walk home alone.

Parents or guardians should not send individuals whose names are not listed on the emergency card to request the release of children. For the child's safety, the release will not be granted in such cases.

If parents or guardians wish to direct their child to go to various places after school, they should be aware that requests made over the phone will not be accepted. Due to the possibility that someone other than a parent or guardian might make the call, such requests cannot be granted.

Furthermore, staff will not accept telephone requests to call a cab for a child, again prioritizing safety.

Illness: In the event that a child falls ill at school, parents will be contacted using the information provided on emergency cards. It is essential for the school to be informed immediately of any changes to addresses or phone numbers, whether at home or work. Parents are expected to pick up sick children promptly. If a child is injured during After Care and the parents are unreachable, an explanation along with an injury form will be sent home with the child. In case of a more serious emergency, the child will be taken by ambulance to the nearest hospital, and parents will be notified to meet their child there.

Student Behavior: The After Care program enforces the same behavior standards as the school and the Archdiocese of Washington. Any student who disrupts the environment, harms another student, or refuses to follow directions from teachers or aides will be removed from the program without exception. A behavior form must be signed by both the parent and the student, confirming their acknowledgment and acceptance of the Aftercare rules.

The After Care Rules are as follows, and compliance is mandatory:

- Be kind, polite, and respectful to everyone.
- Keep your hands and feet to yourself at all times.
- Show respect for Aftercare staff, fellow students, and property.
- Listen to Aftercare staff and follow their instructions carefully.
- Work hard and consistently strive to do your best.
- Safety is a priority.
- Raise your hand to speak or if you need to leave the cafeteria, gym, or playground (for any reason, such as going to the bathroom or speaking to a teacher).
- Do not linger or play in the bathrooms.
- Stay in the designated areas; wandering is not allowed.
- Adhere strictly to all Aftercare rules.
- Enjoy yourself and have fun!

Aftercare Anti-Bullying Rules:

Bullying must be taken seriously. It occurs when someone repeatedly and intentionally harms another person who cannot defend themselves.

Physical bullying includes:

- Hitting, kicking, or pushing someone, or even merely threatening to do so.
- Stealing, hiding, or damaging someone's belongings.
- Coercing someone to do something against their will.

Verbal bullying includes:

- Name-calling.
- Teasing.
- Insulting.

Relationship bullying includes:

- Ignoring someone.
- Spreading falsehoods or rumors.
- Excluding or rejecting someone.

The following consequences will be enforced for not meeting these expectations:

- A warning will be given.
- Time out: 15 minutes away from the group.
- Parents will be notified.
- Detention will be issued.
- A meeting with the Principal will be scheduled.
- Accumulating three detentions within a marking period will result in a one-week suspension from the After-Care Program.

These rules and consequences are clearly posted and have been explicitly communicated to the children. Compliance is expected from all participants.

Legitimate Concerns: The After Care Program at Saint Martin's reserves the right to amend the handbook for valid reasons. Parents and guardians will be promptly notified in writing if any changes are made.

Please read this handbook and review the relevant sections with your child or children. Afterward, sign and return the acknowledgment form. We consider this to be a contractual agreement.

If parents or guardians have any concerns, they should direct them immediately to the After Care Program director. If those concerns are not resolved, parents may escalate the issue to the school principal.

We look forward to a wonderful year and appreciate the privilege of caring for your children. Each and every one of them is unique and special!



ACKNOWLEDGEMENT OF RECEIPT FOR PARENTS/GUARDIANS

I acknowledge the receipt and review of the Aftercare Parent-Student Handbook, along with all accompanying forms (collectively referred to as the "Handbook"). I have thoroughly read and understood the policies and procedures outlined in the Handbook, and I am committed to adhering to them. I have also taken the time to explain the contents of the Handbook to my child, ensuring they are aware of the expectations.

I recognize that I hold responsibility for my child's compliance with the policies detailed in the Handbook. Additionally, I understand that this Handbook replaces any previously issued handbooks or personnel manuals, rendering all prior versions null and void. It's important to note that Aftercare maintains the authority to add, amend, modify, or discontinue any policies and procedures contained within the Handbook at any time, with or without prior notice.

Print Name: _____

Signature: _____

Date: _____

Name of Child(ren) and Grades:

Return signed form to Mrs. Ruiz