



## AFTERCARE PROGRAM

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Hours: 3:00 pm – 6:00 pm

Welcome to Saint Martin of Tours Catholic School After Care! Welcome to After Care at St. Martin of Tours Catholic School. We are licensed for this program by the State of Maryland and our staff is fully certified. This program is only for the students of St. Martin of Tours Catholic School. They may attend on a full time or drop in basis, based on available space, behavior and prompt payments. Open from 2:40 p.m. until 6:00 p.m. each school day, the After Care Program provides professional care, supervision, recreation and enrichment activities. It serves working families who desire both parochial school education and supplementary day care in a Catholic environment for children enrolled at St. Martin of Tours Catholic School in grades Pre-Kindergarten through Eighth. This professionally operated program allows children to experience a rich diversity of growth activities planned to complement the philosophy and value systems of the Catholic school and family. Arts and craft projects, science experiments, games, recreation, and snack time are planned. There is also time set aside for homework completion. Within a large family environment, the program strives to provide individual attention, security, consistency and fair treatment for children of working parents. The After Care Program is staffed by experienced directors, and a number of devoted and committed teachers and aides. These people, employed on a full-time or part-time basis, work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere where there is respect and understanding for others. Fees are the sole support of the St. Martin of Tours Catholic School After Care Program. It is not subsidized by the school or the parish, so prompt and current payment is essential in order to maintain the program and to pay our staff.

**REGISTRATION - \$35 per family**

Registration for the 2023-2024 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](http://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 the following holidays along with inclement weather, such as snow days:

1. Thanksgiving
2. Christmas
3. Easter weeks
4. Inclement weather – Snow days

Yearly \$4,100.00 Per Child
Weekly \$100 per week per child
2 Days a week \$55.00 per child
1 Day a week \$10 per hour, per child, and any part of that, regardless if it is 15, 30 minutes of that hour.
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/CYF/CYFChildCareSubsp307.html#apply>

- <https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/applicationr edeterminationchildcare-english.pdf>
- [https://www.montgomerycountymd.gov/HHS-Program/Resources/Files/CYF%20Docs/WPA%20Spanish%209\\_18.pdf](https://www.montgomerycountymd.gov/HHS-Program/Resources/Files/CYF%20Docs/WPA%20Spanish%209_18.pdf)

## Billing cycle:

Month	Billing weeks*	Amount per 1 child	Amount per 2 children	Amount per 3 children
August 2023	1	\$100.00	\$200.00	\$300.00
September 2023	4	\$400.00	\$800.00	\$1,200.00
October 2023	5	\$500.00	\$1,000.00	\$1,500.00
November 2023	4	\$400.00	\$800.00	\$1,200.00
December 2023	4	\$400.00	\$800.00	\$1,200.00
January 2024	5	\$500.00	\$1,000.00	\$1,500.00
February 2024	4	\$400.00	\$800.00	\$1,200.00
March 2024	4	\$400.00	\$800.00	\$1,200.00
April 2024	5	\$500.00	\$1,000.00	\$1,500.00
May 2024	4	\$400.00	\$800.00	\$1,200.00
June 2024	1	\$100.00	\$200.00	\$300.00
Total Yearly		\$4,100.00	\$8,200.00	\$12,300.00

## Payments:

**Annual Plan:** One payment in full due last week in August – Cash, Check, or Credit Card 5% fee is applied for all credit card transactions.

**Monthly:** Due the 1st of each month Weekly: Due each Monday of the week

**1 Day Drop in a week:** \$10.00 per hour, per child. Due at time of service (check, cash)

**RETURNED CHECK FEE:** This \$35 fee will be assessed for checks returned by a financial institution for insufficient funds or any other reason. If more than two checks are returned, subsequent payments must be paid in cash, money order, or certified check

**WITHDRAWAL and CHANGES:** After Care program requires two (2) weeks advance notice in writing to change from Full-time to Drop-in, or a two-week fee will be levied.

**PICK UP:** Children will wait in the cafeteria for pick up and must be signed out at the computer. They may not be picked up outside. At the end of the carpool time, students will be required to sign in to After Care. If your child is there any time between 3:00 and 4:00, you will be charged for the full hour. \*Parents will wait outside the cafeteria and staff member will bring the child to the parents to minimized entry to the cafeteria/school

**After Care Hours:** 3:00 PM to 6:00 PM \*Half Days: 12:30 PM to 6:00 PM (refer to school calendar where aftercare is provided. \* Part time and 1 Day a week Drop ins are responsible to pay for hours used during half days, including if the child is there the week, the full time price applies and the extra hours used during the half day)

**LATE PICK-UPS:** Please Note: All students not signed out after 6 PM, late fees are assessed \$5.00 per minute, per child after 6 PM. \* Staff members are employed only until 6:00 p.m. It is common courtesy to respect closing time.

**Homework:** Supervised homework time is provided, however not that all homework will be completed. Please check all assignments with your child. The After Care staff provide as much help as they possibly can, but nothing takes the place of your interest in your own child's school work. Computers are available for children to use

**DRESS CODE:** The children may not change from uniforms into play clothes for After Care. or homework.

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

**AFTER CARE 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.

**SNOW AND INCLEMENT WEATHER** Inclement Weather: St. Martin's follows weather decisions made by Montgomery County Public Schools. Delayed openings, early dismissals, or school closings will be announced on via SMS text, TV, radio, and internet.

**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. In the event of an absence, payment is still expected for full time children. Consideration will be given for a prolonged illness. If the absence is due to vacation, full payment is still expected.

**DAILY RELEASE** Daily release occurs in the cafeteria. Children will be released only to a parent or guardian, or to an individual who has been authorized by the parents or guardians. All individuals picking up children for the first time will be required to show identification. Only individuals listed on the emergency card will be authorized to pick up a child. For the safety of your child, there will be no exceptions to this rule.

## **IMPORTANT PARENTAL RESPONSIBILITIES**

**Emergencies/Safety** With the children's safety and well-being in mind, we must have on file an emergency card with updated phone numbers, completed by the parent or guardian, and then adhere to the instructions given.

One of the most important regulations concerns the child's leaving the premises of the Extension Program.

- Parents or guardians should not take children from the school yard or other areas without notifying the After Care Program staff and signing out each child.
- After Care Program personnel will not permit children to leave in taxis or ubers, or to walk home.
- Parents or guardians should not send persons whose names are not on the Emergency card to ask for the release of children. For the child's safety, the release will not be granted.
- Parents or guardians may wish to telephone asking that their child be directed to go to various places after school. As there is always a possibility that a person other than a parent or guardian might telephone, such requests will not be granted.
- With the same potential problem in mind, Program staff will not accept a telephoned request to call a cab for a child.

**ILLNESS** If a child becomes ill, the parent will be called. Emergency cards will be used for telephone information. The school must be promptly notified of any changes in address or telephone numbers (home or work).

A sick child must be picked up promptly. If a child sustains an injury during After Care and the parents cannot be reached, an explanation and an injury form will be sent home with the child. In the event of an emergency, the child will be transported by ambulance to the nearest hospital, and parents will be contacted to meet their child there.

**STUDENT BEHAVIOR** The After Care program follows the same behavior code of the school and the Archdiocese of Washington. Any student who is consistently disruptive, harms another student, or does not obey the teachers or aides, will be

immediately dismissed from the program. Behavior form must be signed by parent and student, acknowledging and acceptance of rules of Aftercare.

The After Care Rules are as follows:

- Be kind, polite, and courteous of others
- Keep your hands and feet to yourself
- Be respectful of Aftercare Staff, classmates and property
- Listen to the Aftercare staff, and follow directions
- Work hard and always do your best
- Be safe
- Raise your hand when you would like to speak, or if you need to leave the cafeteria, gym, playground, for any reason (e.g., going to the bathroom, need to speak with a teacher)
- No loafing or playing in the bathrooms
- Stay in the right place at the right time. No wandering
- Obey all Aftercare rules
- Have fun

**Aftercare Anti-Bullying Rules:** Bullying is when someone repeatedly and intentionally causes harm to another person who feels helpless to respond.

**Physical bullying:**

- Hitting, kicking, or pushing someone...or even just threatening to do it.
- Stealing, hiding or ruining someone's things
- Making someone do things he or she doesn't want to do

**Verbal bullying:**

- Name-calling
- Teasing

**Insulting Relationship bullying:**

- Refusing to talk to someone.
- Spreading lies or rumors about someone.
- Making someone feel left out or rejected.



**The following are the consequences for not meeting these expectations:**

- Warning.
- Time out - 15 minutes away from the group.
- Talk to parents.
- Detention.
- Conference with the Principal.
  - Three (3) detentions within a marking period will result in a one-week suspension from the After-Care Program.
  - These rules and consequences are posted and have been discussed with the children.

**LEGITIMATE CONCERNS**

The After Care Program of Saint Martin's reserves the right to amend the handbook for just cause. Parents and guardians will be promptly notified in writing if changes are made.

Please read this handbook and review applicable sections with your child/children. Then, please sign and return the acknowledgement form. We consider this a contractual agreement.

Parent/guardian concerns should be immediately directed to the After Care Program director. If the concern is not alleviated, the parents may contact 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 wonderful and special!