



## ***St. Margaret of Antioch School Morning/After Care Program Guidelines***

### **HOURS OF OPERATION for Morning Care:**

7:00 – 8:00 AM (rates are per hour)

### **HOURS OF OPERATION for After Care:**

FULL DAY: 2:43PM-6 PM

HALF DAY: 11:00AM-6 PM

### **MISSION**

St. Margaret of Antioch School provides a value centered learning environment which fosters spiritual growth, service to others and personal development. We are committed to educating the whole child according to Christian principles. Our students seek to become individuals of intelligence, insight, and faith, and our educators consistently work toward creating an environment that promotes that ideal.

### **HOMEWORK**

Children will be given the allotted time not exceeding one hour to complete their homework. They must raise their hands when homework is done or if they have any questions. Assistance is available, however it is the responsibility of the parents to ensure that homework has been completed and reviewed. Our After- Care Program is not designed to act as a tutorial program, but more so an opportunity to engage with other SMS students in a safe and relaxed setting. The program's supervisors are not responsible for incomplete homework.

### **LUNCH/SNACKS**

Lunch and snacks **will not** be provided by the program. Please be sure to send a healthy snack in each day with your child. If your child is attending after care on half days when **dismissal is at 11:00a.m, it is imperative that you send a lunch and snack with your child.**

### **ATTENDANCE**

If your child will not be in attendance for the After-Care Program, please notify the school in writing or call the school office in the morning. Do not rely on emails as those are not checked as frequently.

### **CLOTHING**

Children may change into play clothes. Please send clothing that they can maneuver on their own. Sneakers are a must! No flip flops or sandals are allowed.

### **RULES**

See ***Code of Conduct*** in Parent Student Handbook

### **DISMISSAL**

Parents/Guardians must pick up their children by 6:00 pm from aftercare rooms. Please ring the bell at the front entrance. Children must be signed out at all times. No child will be released without a parent or guardian signature in the sign-out book. In addition, no child

will be released to an individual whose name is not on file with the program/school. **If your child/ren are picked up late, there will be an additional charge of \$10.00 per child.**

### **COST/PAYMENTS (MORNING CARE/AFTER CARE)**

All fees are billed via SMART Tuition for the billing period which runs from the 20<sup>th</sup> through the 19<sup>th</sup> of the months. Again, you will be invoiced via SMART September through May. **ALL** June fees will be collected daily via cash or check to St. Margaret School as SMART Tuition cannot collect June fees.

### **Hourly Rates for Morning/After Care Programs:**

1 child @ \$11.00 per hour  
2 children @ \$16.00 per hour  
3 children @ \$21.00 per hour

**\*\*IMPORTANT: Please note that a charge for a full hour will be added to the daily rate once your child/ren have stayed 10 minutes into that new hour.**

### **REGISTRATION INFORMATION AND REGULATIONS**

Registration is processed as the applications are received. It is important to return your forms as soon as possible. If changes to your care program are needed an additional form must be completed.

### **DATES TO REMEMBER**

The St. Margaret School After- Care Programs will not take place on:

- Thursday, December 23, 2020
- Wednesday, March 31, 2021
- Monday, June 14 – Friday, June 18, 2021

*In the event the Morning or After- Care Program is not in operation on any other days, parents will be notified via IRIS Alert.*

Please note that the After-Care Program may be cancelled due to inclement weather such as snow and ice. An IRIS Alert will be sent.

Please be advised that these guidelines are subject to change. If this occurs you will be notified immediately.

### **Contact information:**

#### ***Morning Care***

**Ms. Cathy Shiavone**

[cshiavone@saintmargartschool.com](mailto:cshiavone@saintmargartschool.com)

#### ***After Care***

**Ms. Maureen Brennan**

[mbrennan@saintmargaretschool.com](mailto:mbrennan@saintmargaretschool.com)

#### **Current Aftercare Staff:**

- Kathleen Dougherty
- Aileen Murphy
- Marion Gionta
- Kaitlyn Raquet

