

Bishop Baraga Catholic School

After School Program

Parent Handbook



Revised August 2020

Philosophy and Overview of the After-School Program

The After-School Program is located in the art/technology room next to the office. The program also utilizes our preschool and pre-kindergarten classroom. Our staff is comprised of teachers and qualified child care providers. The after-school program is for all Bishop Baraga Catholic School students in preschool through eighth grade.

Parents must sign their child up each day that they plan to use the program as there are limited slots available. The sign-up can be found on SchoolSpeak or you may call the office to sign up. Parents must fill out paperwork to enroll their child in the program. From 3:00 p.m. – 5:30 p.m., your child can participate in a number of activities, enjoy a snack, and receive homework help. The after-school program runs on all school days including half days. The program does not run on holidays, faculty in-service days, or snow days. We look forward to the opportunity of working alongside you this year!

Enrollment Procedures

Students in preschool through eighth grade can be enrolled in our after-school program. Whether you plan on using the program on a consistent basis or just periodically, we ask that you please enroll your child before by filling out the paperwork provided by the school.

- If you have a last-minute change of plans and would like your child to go to the after-school program, please call the office to see if there are any slots available that day. (906) 774-2277

If there are no open slots you will need to make other arrangements that day.

*You may not use the after-care program if you have not registered your children.

Hours

The after-school program runs from 3:00 p.m. to 5:30 p.m. each day after school. On half-days the program runs from 12:00 p.m. to 5:30 p.m. There will be no after-school program on vacation days or snow days.

Billing and Payment

Cost:

Pick up/Sign out from 3:15 p.m. to 3:30 p.m.: \$3.00 per child or \$5.00 for two or more children.

Pick up/Sign out from 3:30 p.m. to 4:00 p.m.: \$5.00 per child or \$8.00 for two or more children.

Pick up/Sign out from 4:00 p.m. to 5:30 p.m.: \$8.00 per child or \$10.00 for two or more children.

Cost for ½ days:

\$3.00 an hour for one child.

\$5.00 an hour for two children.

\$7.00 an hour for three or more children.

The whole hour is charged when the clock reaches **15 minutes past** the hour.

The balance due per family will be charged on FACTS through incidental billing. If you have not signed up for incidental billing, please do so. The school will sign you up if you have not done so. Please call the office if you would like to arrange another way to make your payments than through FACTS.

Daily Schedule

3:00 – 3:10: Students arrive and are signed in

3:10 – 3:25: Snack time

3:30 – 4:00: Homework and quiet reading time, coloring, or crafts

4:00 – 4:30: Outside play

4:30 – 5:30: Free time (computer time, games, or crafts)

COVID-19 Precautions

Students entering the after-school program must wear a mask as students from various cohorts utilize this program. Once enough students have left to allow for six feet of social distance between students, masks may be removed. The above schedule will be modified and adjusted as well, to allow for the majority of the time spent in the after-school program to be spent outside. Students will be able to use portable desks for school work and to play and have snack outside, weather permitting.

Pick-Up Procedure

Due to our COVID-19 policies, parents are not to enter the school building. When students are in the after-school room, parents may enter the foyer (press the button outside for entrance) and wait for their child there. The students will be escorted to the entrance and signed out by the teacher. When students are outside, parents should pick their children up on the playground.

Discipline Policy

Children are expected to comply with all regular school rules during the after-school program. Discipline will be handled by the after-school teacher or by the school principal.

Discipline methods used in the after-school program include talking to the child about the problem, removal of the child from the group, use of positive redirection whenever possible, limiting privileges, and/or consulting with parents. Parents contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior.

Disciplinary Steps:

1. Student will be warned about their behavior.
2. Student will be removed from the activity for a time limit determined by the teacher.
3. A behavior notice will be shown to the parent at pickup. The teacher will write down the specific behavior and explain it to the parent. The parent will sign the notice and return it to the teacher.
4. The teacher will give the behavior notice to the principal.
5. After three behavior notices the teacher will speak with the principal to either have a conference with the parents or make a behavior contract, depending on the situation.
6. If the behavioral contract is broken, the student will no longer be allowed to participate in the after-school program.

A child may be immediately dismissed from the program if the child's behavior is determined to be detrimental to the child or to the well-being of others in the program

Snack Time

Snack time will be from 3:10 p.m. to 3:25 p.m. Snacks are available for purchase during this time. Snacks are \$0.50 for one or three snacks for \$1.00. You may send money to the school office for after-school snacks. Please place it in an envelope with your child's name, and label it as 'After-school Snacks.' The teacher will keep a record of the amount used daily. Parents are expected to periodically check the balance to ensure there is money for snacks for their child(ren). Children may also bring their own snack from home.

Parent Notification Plan for Accidents, Injuries, Incidents, Illnesses

In the event of an accident or acute illness, every effort will be made to notify the child's parents and physician prior to treatment. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

Exclusion Policy for Child Illnesses

If your child becomes ill during the school day, you will be contacted and requested to pick up your child. Children who are ill may not participate in the after-school program. Children must be symptom free for 24 hours before returning to school or using the after-school program. In the event of a contagious illness a doctor's note must accompany the child upon their return. Examples include but are not limited to: head lice, strep throat, pinkeye, ringworm, etc.

Licensing Notebook

The after-school program licensing notebook is located in the art/technology room. If you would like to view it, please ask the teacher.