



Educating Mind † Heart † Spirit

**BEFORE AND AFTER SCHOOL PROGRAM**

**2019-2020**

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Dear Sacred Heart Families,

The Before and After School Care Program Handbook is provided with useful information about our after-school policies, procedures and regulations. Please review this entire handbook to gain a complete understanding of what is expected of students who attend after school care at Sacred Heart Catholic School. If you have any questions, please contact me at [dbrown@shcstx.org](mailto:dbrown@shcstx.org).

*The policies and regulations contained herein are for informational purposes only. The school maintains the right to unilaterally amend or withdraw any policy or matter set forth herein at any time. Parents will be given prompt notification if changes are made. The school has the right to withdraw student(s) or parent(s) for failure to comply with any of the policies contained herein. All interpretation and application of the rules and policies contained herein are at the sole and final discretion of the pastor and administration.*

I wish you and your family a very successful school year.

Sincerely,  
Mrs. Deb Brown  
Principal

*Children are a gift from the Lord; they are a reward from Him.*

*Psalms 127:3*

## **ARCHDIOCESE MISSION STATEMENT OF BEFORE AND AFTER SCHOOL CARE**

The mission of the Before and After School Programs in the Catholic Schools is to provide a safe, caring environment where respect for Christian values is evident before and after regular school hours. Before and After School Programs in the Archdiocese of Galveston- Houston seek to provide a structured and productive environment for students that offer opportunities for recreation, organized games, rest, nutrition, home-work time and tutorial assistance, so that students may feel safe and respected.

### **MISSION STATEMENT**

Sacred Heart Catholic School commits to forming Disciples of Christ by instilling the values and teachings of the Catholic faith. We foster a call to holiness through service, while creating a thirst for knowledge and promoting academic excellence.

### **SCHOOL VISION**

Sacred Heart Catholic School guides children to be the light of Christ.

### **SCHOOL PHILOSOPHY**

Sacred Heart Catholic School strives to be an expression of the teachings of the Church, passing on Christian hope and faith, deriving its philosophy from the Gospel and the teachings of the Catholic Church.

Students, staff, teachers and parents create a community infused with religious truths and Christian values where self-discipline, respect and responsibility are taught and lived. Education enriches the whole child while uplifting each to his fullest potential.

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## STANDARDS

Many families served by our schools need an affordable education program before and after school hours. The number of single parent/guardian families is increasing. Economic conditions in some families necessitates that both parents/guardians be employed. Working parents/guardians face the problem of finding a before and after school program with a Christian environment. Sacred Heart Catholic School believes it is necessary to provide this service to families enrolled in our schools.

The school principal is in charge of the entire school, including the Before/After School Program. The personnel employed in the Before/After School Program adhere to the *Protecting God's Children* guidelines specific to the Archdiocese of Galveston- Houston.

The ratio of adult staff to students is one staff member for every twenty-five students, with a minimum of two adult staff members present on-site whenever the program is in session.

## REGISTRATION AND ADMISSION

Students enrolled at Sacred Heart Catholic School are the only students eligible for enrollment in the Before and After School Care Program. There is a \$35.00 registration fee per child enrolled in either program. Parents may choose to have their student attend the program five, three or two days a week. The Before School Care Program is held in the school gym from 7:00 a.m. – 7:45 a.m. and the After School Program use the After School Care Room, playground and school gym from 3:15 p.m. – 6:00 p.m. If students are not picked up at 6:00 p.m. the family is charged a \$1.00 per minute until arrival.

## TUITION

Monday – Friday	\$224.00 per month	\$1,902.00 per year
Three days/week	\$186.00 per month	\$1,560.00 per year
Two days/week	\$124.00 per month	
Emergency Fee	\$20.00 per day	

*Fees for The Before and After School are all pro-rated based on required student days set by The Archdiocese of Galveston-Houston. Parents accept full responsibility for the payment of all tuition and fees if a student is dismissed or must leave during the school year.*

*A \$45.00 will be levied on all returned checks.*

In case of an emergency After School Care is available for a student to attend and the parent will be charged a fee for this service. Students that are not picked up from school on time may be taken to the After School Program and a fee will be charged as well. Charges begin 15 minutes after dismissal or one minute past the closing time of the After School Program. Fees will be added to each families FACTS account.

## CHECK IN PROCEDURES

Morning Care begins at 7:00 a.m. and students must be signed in by a parent/guardian. Students that attend the After School Program have to be signed out by a parent/guardian. No exceptions to either procedure. Only the named adults on the Emergency Card will be allowed to pick up a student from After School. The office and After School Care Directors [amoore@shcstx.org](mailto:amoore@shcstx.org) or [mguajardo@shcstx.org](mailto:mguajardo@shcstx.org) must be informed of any pick- up change.

A student that is enrolled in an after school activity such as Golf and Giggles, Nutty Scientist, Ballet, etc. must go straight to the After School Program and sign in. An adult from After School will escort the student(s) to the after school activity and someone from the after school activity will escort the student(s) back to the After School Program.

### **CHECK OUT PROCEDURES FOR AFTER SCHOOL**

Parents will park on the east side of the school by the Early Learning Center to pick up students attending ASAP. Parents will call ASAP at (Number) and the students will be escorted to the locked gate to be signed out by parents. All students must be picked up by 6:00 p.m. If a student is late being picked up, the charge is \$1.00 per minute, starting at 6:00 p.m. (Sacred Heart Catholic School clock time). This fee will be added to your FACTS account.

No adult other than those listed on the ASAP form will be allowed to pick up a student from the program. If there is a change in a person picking up a student, ASAP must be notified. A request in writing concerning alternative pick up arrangements shall be submitted to ASAP. Any adult picking up a student, other than parents, will be asked to show a valid driver's license.

### **BEHAVIOR EXPECTATIONS**

Sacred Heart Catholic School has implemented The Nurtured Heart Approach for all students that will carry over to the Before and After School Program. If a student does not respond to efforts made by the staff member to encourage appropriate behavior, the parent will be notified through a Student Refocus Form. The form is sent home only if the student has not responded positively to redirection and has not made the necessary changes. This is how the teachers of Before and After School Care will communicate if there is a behavior which they need help and support in changing. In aligning with the Nurtured Heart Approach, we are teaching it is okay to make mistakes as long as the student learns from the mistake and makes the appropriate changes in behavior. If inappropriate behavior continues, the student will be sent to the principal's office and the student will receive a Principal's Form that will be taken home to the parents. It is our goal to focus on the positive and to "think" about the behavior that needs to be changed. **See *Become A Saint Guideline* attachment.**

Non-Acceptable Behavior includes but is not limited to:

- Being disrespectful to adults and other students
- Abusive language and/or use of profanity
- Bullying – emotional, physical or cyber
- Violation of dress code
- Damaging school property
- Inappropriate use of technology
- Using a cell phone, pager or any other type of electronic device
- Engaging in chronic, inappropriate behavior which disrupts the environment

### **ATTENDANCE**

If a student is absent from school, he/she will not be allowed to attend the After School program. However, if the student is at school and will not be attending the After School Program a written notice must be given to the After School Program staff.

### Termination of Before or After School Attendance

Before or After School Program services may be terminated for a student by the Principal.

Written notice will be issued for the following:

1. The abuse of Before or After School hours (continual early arrival or late pick-up).
2. Non-payment of fees/tuition for the program. Tuition in arrears for one month will be grounds for termination.
3. Failure of a student to maintain a standard of acceptable behavior.

### Emergency Forms

All families will fill out an Emergency Information Form at the beginning of each new school year. All phone numbers and emergency contacts **MUST** be kept up to date. Whether a student is not feeling well or a serious accident occurs, parents or authorized persons should be able to be reached at all times. Please inform the school office and Before and After School Care of any changes in this information throughout the school year.

### Medications

The Before or After School Care staff will administer medications on a limited basis. The medication has to be filled by a pharmacist with a label bearing the physician's name, student's name, and directions for administration. The parent/guardian must complete the proper medication before medication is accepted.

### Sickness

For the protection of all the students, the following guidelines have been established. A student having one or more of the following symptoms will not be allowed to attend Before or After School Care.

<b>Guidelines for Exclusion</b>	<b>Guidelines for Returning to the Program</b>
Oral temperature of 100 degrees or above	Fever free for 24 hours.
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours.
Marked drowsiness or malaise	Symptom free.
Sore throat, acute cold, or persistent cough	Symptom free.
Red, inflamed, or discharging eyes	Written physician release.
Wound, skin and soft tissue infections	Exclude until redness is contained and covered with a clean dry bandage.
Swollen glands around jaws, ears, and neck	Written physician release.
Suspected scabies or impetigo	After treatment has begun.
Any skin lesion in the weeping stage	Covered and diagnosed as non – infectious.
Earache	Symptom free.
Pediculosis (head lice)	After one treatment of medicated shampoo and returning to school, child will be checked by clinic personnel. Child must be nit free. Child will be re-checked again by clinic personnel in 7-10 days.
Other symptoms suggestive of acute illness	Written physician release

### **Before and After School Calendar**

The Before and After School Program follows the school calendar with the exception of in-service and early dismissal days. The program will be available to students on these days.

### **After School Schedule and Activities**

Students that attend the After School Program include a variety of experiences which consist of:

- Outdoor play
- Rest
- Snack Time
- Homework Session
- Tutorial Session
- Opportunity for organized games

### **SAFETY ISSUES**

Sacred Heart Catholic School's Before and After School Program will comply with all federal, state, county, and municipal health and safety laws.

- Safety drills will be held regularly to acquaint the children and staff with safety measures to be followed in case of fire, tornado, hurricanes, or other emergency situations.
- Students enrolled in the program will have on file and accessible to staff an Emergency Card with pertinent information about the child.

Sacred Heart Catholic School's Before and After School Program has its own room and includes the following criteria:

- Indoor space is safe, clean and in good repair
- Indoor space is divided into comfortable quiet areas
- Storage space is adequate so materials are kept neat and well organized and appropriate supplies are accessible to children
- Space is provided for children's personal belongings
- Rest rooms and water are convenient and available
- A telephone is readily available for incoming and outgoing calls
- Ventilation, lighting, and temperature are controlled
- Special needs are met where needed (ramps, rails, etc.)
- About 75 square feet of outdoor space per child is provided
- Outdoor equipment is safe and age appropriate

### **STAFF JOB DESCRIPTION**

The Before/After School Program staff person serves as the main caregiver for children in the Before/After School program. In this capacity, the BEFORE/AFTER SCHOOL PROGRAM staff person must possess knowledge of developmentally appropriate practices, develop the potential of all students, and demonstrate positive ability to work harmoniously with others.

## **Responsibilities**

### *Faith Formation:*

- Support and implement the philosophy and mission of catholic education and that of Sacred Heart Catholic School.
- Serve as a positive Christian role model for students, parents, fellow staff members, and the larger parish community.
- Actively participate in nurturing the growth of Catholic faith within the community.

### *Curriculum and Management:*

- Work under the supervision of the Before/After School Program director to implement program as defined by the Archdiocese of Galveston-Houston and the Texas Catholic Conference Education Department.
- Prepare plans for instruction/activities in advance according to required format.
- Maintain complete and precise records (attendance, progress, behavior, etc.).
- Create a positive environment maintaining consistent discipline and maximum supervision of students at all times.
- Motivate children through active involvement with children.
- Provide for individual differences in abilities and learning styles.
- Use classroom time for efficient and effective learning and play.
- Evaluate student progress, and social development frequently and thoroughly using a variety of methods and tools.
- Provide for nutritional needs of students by assisting with snacks and lunches.
- Assist students in developing self-help and hygienic skills.
- Supervise students during arrival, dismissal, lunch, recess, etc. as assigned.
- Be knowledgeable of all policies, rules, and regulations as stated in the Parent and Faculty Handbooks.
- Observe and enforce procedures and policies contained in handbooks with consistency and without discrimination.

### *Communication:*

- Work in a cooperative manner with Before/After School Program director to provide mutual support through sharing knowledge of activities, concerns, and problems.
- Conduct school affairs through the recognized channels of Sacred Heart Catholic School as stated in the Faculty Handbook.
- Work with faculty members to implement cooperative teaching efforts when possible.
- Notify the administration immediately of any emergency affecting the safety or welfare of students or staff.

### *Professional Performance:*

- Keep abreast of developments in curriculum and learning process.
- Take advantage of opportunities to further professional growth.
- Fulfill all requirements for professional growth set by the Texas Catholic Conference Department of Education, Archdiocese of Galveston-Houston, and Sacred Heart Catholic School.
- Develop a plan for self-improvement and enrichment by setting personal goals in the areas of faith development, instructional processes, interpersonal skills, and professional growth.



- Participate in school in-service training programs and attend all meetings as called by the principal, assistant principal, and/or superintendent.
- Maintain a professional attitude, appearance, and manner which strengthens respect for the teaching profession and Sacred Heart Catholic School.
- Demonstrate positive interpersonal skills in working with students, parents, peers, and larger community.
- Maintain confidentiality thus respecting the rights of students, parents, peers, and the school community.

*Additional Duties of Before/After School Program Staff:*

- Accept willingly any reasonable special assignment.
- Be receptive to making suggestions for improvements that reflect initiative and creativity.



Educating Mind † Heart † Spirit

## BEFORE SCHOOL REGISTRATION

Family Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Student's Name(s)	Age	Grade	Circle Days
_____	_____	_____	M T W TH F
_____	_____	_____	M T W TH F
_____	_____	_____	M T W TH F
_____	_____	_____	M T W TH F

I will use this service on an occasional basis

Check Box:

---

Father's Name: \_\_\_\_\_ Phone (wk) \_\_\_\_\_

Phone (cell) \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Phone (wk) \_\_\_\_\_

Phone (cell) \_\_\_\_\_

Special Health Problems, Allergies, or information that needs to be noted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date



## AFTER SCHOOL REGISTRATION

Family Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Phone (wk.): \_\_\_\_\_

Phone (cell): \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Phone (wk.): \_\_\_\_\_

Phone (cell): \_\_\_\_\_

Name(s) of Children	Age	Grade	Circle Days
_____	_____	_____	M T W Th F
_____	_____	_____	M T W Th F
_____	_____	_____	M T W Th F
_____	_____	_____	M T W Th F

After School Activities: Must notify ASAP staff for your child to be released

Name(s) of Children	Activity	Circle Days
_____	_____	M T W Th
_____	_____	M T W Th F
_____	_____	M T W Th F
_____	_____	M T W Th F

All **Local** Persons Authorized to Pick Up:

Name	Relationship	Contact Number
_____	_____	_____
_____	_____	_____

Special Health Problems, Allergies or Information that needs to be noted: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Parent/ Guardian Signature

\_\_\_\_\_  
 Date



**SACRED HEART SCHOOL'S STUDENT EMERGENCY FORM**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 (Student Last Name) (First) MI (Date of Birth) (Age) (Sex) (Grade)

Child resides with: \_\_\_\_\_ Mother & Father \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Other(Relationship) \_\_\_\_\_

Father/Guardian Name \_\_\_\_\_ Mother/Guardian Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
 (City) (State) (Zip Code) (City) (State) (Zip Code)

Phone: Home/Cell (\_\_\_\_\_) \_\_\_\_\_  
 Work/Cell (\_\_\_\_\_) \_\_\_\_\_

Father's E-Mail: \_\_\_\_\_ Mother's E-mail: \_\_\_\_\_

Father's Employer: \_\_\_\_\_ Mother's Employer: \_\_\_\_\_

**LIST PERSONS TO CONTACT IN CASE OF EMERGENCY WHEN PARENT/GUARDIAN CANNOT BE REACHED**

Contact Name	Relationship	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____

**MEDICAL INFORMATION**

Doctor's Name: \_\_\_\_\_ Office Phone: ( ) \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Group Policy # \_\_\_\_\_

Allergies (drugs, food, environmental): \_\_\_\_\_

<u>Medical Conditions (ex. diabetes, asthma)</u>	<u>Medication (taken daily or as needed)</u>	
	Medication Name	Dosage
_____	_____	_____
_____	_____	_____

I, \_\_\_\_\_, do hereby authorize the school administration to render first aid for illness or injury to my child named above. In the event of a medical emergency, I authorize the school administration to have my child transported to the nearest hospital/emergency care center for emergency medical or surgical treatment and to contact my child's physician and one of the persons listed above. I further authorize the release of the above medical information to all medical personnel providing treatment. I agree to be solely responsible for the payment of all expenses incurred in such an emergency.

I do hereby release, hold harmless, and indemnify most Reverend Daniel N. DiNardo, Archbishop of the Archdiocese of Galveston-Houston and his successors in office, the Archdiocese of Galveston-Houston, Sacred Heart School and any other of their officers, agents, employees or representatives from any and all liability, claims, losses, or expenses arising from personal injury, death, or loss of or damage to property arising from any medical treatment received and/or transportation to the nearest hospital/emergency care center.

\_\_\_\_\_  
**Signature of Parent/Guardian** \_\_\_\_\_  
**Date Signed**

BECOMING A SAINT GUIDELINES

# Become A Saint Guidelines

## Peacemakers

### Follow Directions

- † Shall Not Hit
- † Shall Not Show Disrespect
- † Shall Not Argue
- † Shall Not Tease
- † Shall Not Act Irresponsibly
- † Shall Not Lie
- † Shall Not Throw Tantrums
- † Shall Not Call Names
- † Shall Not Make Threats
- † Shall Not Whine
- † Shall Not Cheat
- † Shall Not Destroy Property
- † Shall Not Annoy Others
- † Shall Not Steal

## Peacebreakers

### Do Not... Follow Directions

- Hit
- Disrespect
- Argue
- Tease
- Act Irresponsibly
- Lie
- Throw Tantrums
- Call Names
- Threaten
- Whine
- Cheat
- Destroy Property
- Annoy Others
- Steal

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

*(Please have each individual student return a signed copy of the Saint Guidelines to their homeroom teacher)*

Parent Signature \_\_\_\_\_

## BEFORE AND AFTER SCHOOL PROGRAMS

Before School Care Schedule:

7:00 a.m. - 7:45 a.m.	Arrival Time – Students read quietly
-----------------------	--------------------------------------

After School Activities Program (ASAP) Schedule:

3:00 p.m. - 3:40 p.m.	Preparing for dismissal in classrooms
3:40 p.m. – 4:00 p.m.	Roll call/ bathroom break
4:00 p.m. - 4:30 p.m.	Playground / recess
4:30 p.m. - 5:00 p.m.	Snack time / rest time / visiting time
5:00 p.m. – 5:30 p.m.	Homework / tutorial time
5:30 p.m. - 6:00 p.m.	Free time in ASAP building, playground or gym



## STUDENT REFOCUS FORM

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Teacher/Class:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Observed Behavior(s):**

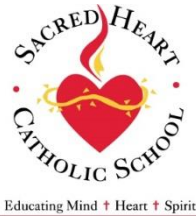
\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

*Return signed form to school*



## **PRINCIPAL FORM**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Teacher/Class:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Reason for Conference:**

- Six Refocus Forms Within One Class
- Hurting Others
- Extreme Disrespect (Defiant Behavior)
- Cheating/Stealing
- Destruction of Other's or School's Property
- Other

**What I did . . .**

**What I should have done . . .**

**What I will do in the future . . .**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

***Return signed form to principal***



CRISIS MANAGEMENT

**Crisis Management Plan**

The Before/After School Program has a crisis management plan.

**Emergency Phone Numbers**

Police and Fire	911
Poison Control	1-800-764-7661
Local Fire Station	936-522-3080
Principal	936-756-3848
Church	936-756-8186
Catholic Schools Office	713-741-8704
Gas Company	911
Electric Company	800-968-8243
Animal Control	936-442-7738
City Health Department	936-539-7839