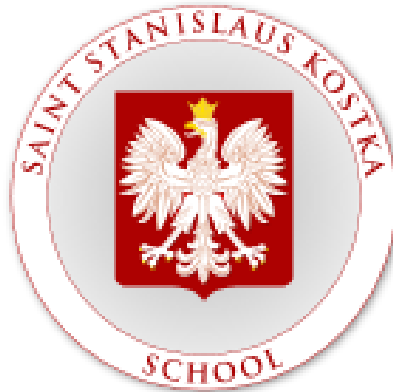


Policy Handbook
St. Stanislaus Kostka After Care Program



Administrator

Ms. Danielle Zygmund

STAFF

Ms. Ashley Vanore

Ms. Noreen Diamond

Ms. Kaitlyn Colgan – Instructional Aide

Ms. Brittany Delgado – Instructional Aide

(subject to changes/additions)

If you need to contact the school or After Care staff, please call the Main Office.

The After Care Program at St. Stanislaus Kostka School has been established to service the special needs of working parents/guardians who desire both parochial school education and supplementary after-care in a Christian environment for their children who are enrolled at St. Stanislaus Kostka School in Pre-K 4 through 8th grade. All staff members are committed to guiding each child academically and in maturity, growth, and self-respect within an atmosphere wherein respect and understanding for others are realized, both for peers and adults.

The After Care Program operates each school day. You must register your child(ren) using the After Care Registration form sent home in August and also available on the school website. Students in grades 6-8 must obtain administrative permission to attend the After Care Program which can be done by calling the office. **Students cannot participate in the program until the form is returned.**

FEES/DATES AND TIME OF OPERATION

Monthly Rates: (MUST be paid at the beginning of each month you are utilizing it)

5 Days/Week 2:00-6:00 PM

1 Child \$360/Month

2 Children \$450/Month

3 or more Children \$540/Month

Daily Rate: \$8/child per hour

Half Days: 11:50 Dismissals will require an additional \$10 charge for 1 child, \$15 per family to cover the hours up until 2:00 PM. This fee applies to those who pay monthly as well as daily and will be applied to the bill for that month.

After 6 pm: A late fee will be charged to your account beginning at \$20 and accrue \$5 for each additional 10 minutes you are late to pick up your child. The After Care Program will operate each day from 2:00 PM to 6:00 PM. More than 5 consistent pickups past this time will result in dismissal from the program. All costs are per-day rates. **If we consistently have fewer than 3 students staying in After Care past 5:00 PM the program hours may change.**

Late Fee Schedule:

Number of Minutes Late Fee Applied

10 min. \$20

20 min. \$25

30 min. \$30

On some occasions, it is necessary for After Care to end early due to inclement weather, emergencies, etc. Every effort is made to give as much advance notice of these days as possible. **There will be no After Care on the following days: The first day of school, the day before Thanksgiving, the last day of school before Christmas and Easter break, and the last day of the school year.**

The After Care Program follows the regular school calendar. In the case of any emergency closing or early dismissal for inclement weather, parents/guardians must provide other arrangements to pick up their child(ren). Please be sure your emergency contacts are up to date in the event that we need to close early and you are unable to pick up your child(ren).

REGULATIONS

Students must be enrolled at St. Stanislaus Kostka School in grades Pre-K through Grade 8. Invoices for program attendance will be billed monthly by Ms. Zygmund, via the school office. Please submit payment to the Main Office. If you have any questions regarding your invoice or billing, please contact her directly via email at dzygmund@sskschool.org. **Students with accounts delinquent for 3 months or more will be dismissed from the program.** All checks should be made payable to St. Stanislaus Kostka School.

After Care will take place in the school cafeteria. Students will be seated at tables by grade level. After 2:30 students will not be permitted back into the main school building for any reason. If a student has forgotten any books or other items, they must ask to go back to their classroom before that time. Kindly contact their teacher so that they are aware.

In order to ensure the safety of our students and staff, no parents will be allowed to enter the cafeteria at pick-up. Students are dismissed through the back cafeteria door. Upon arrival at the school, parents/guardians will ring the bell and stay in view of the camera. A staff member will walk your child(ren) to you with the sign-out sheet.

SIGN-OUT AND DISMISSAL

- Whoever picks up your student(s) **MUST** sign them out. This is for security purposes, as well as accuracy in billing. The staff member at the door will write the time of pick up, but it is the responsibility of the person picking the student(s) up to be sure that the time is correct when they sign the student(s) out.
- You have a 10-minute grace period at the top of every hour. For example, if you arrive by 3:10, you will only be charged until 3:00. If you arrive at 3:15, you will be charged until 4:00, and so on.

- Dismissal should not be used as a conference time with teachers on the After Care staff. It is important that each student is dismissed at the time of the parent/guardian's arrival. Students will not be allowed to stay later once a parent/guardian comes to pick them up for dismissal.

PROCEDURES REGARDING ILLNESS OR ACCIDENT

- In cases, which appear to be minor in nature, first aid will be administered on the premises.
- In cases, which appear serious, a staff member will make every effort to keep the student calm and comfortable. A parent or guardian will be contacted and an accident report may be written in this case.
- There are no medical personnel employed in the After Care Program after 2 pm.
- In the event of illness, a parent will be contacted and asked to pick up their child(ren) immediately. In the event that a parent cannot get there in a timely manner, then please have someone designated to do so. Please let the staff member know who that person will be if it is not someone on the registration form.

RESPONSIBILITIES OF THE STUDENTS

1. Each child is expected to respect the staff, each other, the materials, and the physical environment provided. Should a child's behavior become disruptive, the parents will be notified. If the disruptive behavior continues, it may result in dismissal from the After Care program for a period of time determined by the school principal.
2. Students are required to utilize the scheduled homework time to complete assignments, study, or read. Children must have a book to read for times when their homework is completed. The After Care staff will be available to help to clarify/read directions for the students and answer brief questions. **However, the staff will not instruct the students on how to complete any assignments.** The staff member in the room is responsible for all students in his/her care and therefore is unable to give one-on-one instruction. The students must complete assignments to the best of their ability, and direct any specific questions to their teachers on the next school day. Students are not forced to complete their assignments, however, they are expected to give other students utilizing this time the respect and quiet they need. Parents are still expected to check their child's homework for completion; this is not the responsibility of the After Care staff.

3. Snack: Parents may provide a snack and a drink for students to enjoy during After Care hours. Please be mindful that students may not share snacks. Also, sodas and beverages in glass bottles are not permitted. Students may purchase a snack/drink for a nominal fee if available.
4. Student cell phones must be turned off and put away while students are in aftercare. If a student has their phone out without permission it will be taken by the staff and held until the parent arrives for pick-up. If a parent needs to get in contact with their child for any reason, they can call the main school number and follow the prompts. They may also contact the Aftercare cell phone at (732)425-9340.
5. School-issued Chromebooks may be used for academic use only during the designated homework time. Students are expected to observe the rules and regulations given in the school's technology guidelines.
6. Students will be given the opportunity for free play each day according to the schedule. They will have the opportunity to play in the gym or in the cafeteria. Students who utilize the program regularly may leave toys, crayons, etc. in After Care. These items will be kept in a separate cubby for the student's personal use. Please note that St. Stanislaus Kostka School is not responsible for the loss or damage of these items.
7. Students will NOT have the opportunity to change out of their uniforms. We apologize for any inconvenience. If a student needs to change for a special circumstance please get permission from the office ahead of time.
8. Please remember that no one will be permitted into the building other than to sign out your student(s). This will include the use of school restrooms.

TENTATIVE DAILY SCHEDULE

Monday through Friday:

2:00 – 3:00 PM: Snack and Homework time

3:00 – 5:00 PM: Designated "Free Play" Time (outdoor activity weather permitting))

5:00 – 6:00 PM: "Down Time" (Quiet games, movies, etc.)

6:00 - After Care is closed and the building is shut down.

This is a general overview of our day and does not reflect the times for early dismissal. The times of each activity may vary at the discretion of the staff members.

SSK School After Care Application

Family Name _____ Email _____

Mother's Name _____

Mother's cell _____ Mother's Work _____

Father's Name _____

Father's cell _____ Father's Work _____

Child's name _____ Grade _____

Child's name _____ Grade _____

Child's name _____ Grade _____

Emergency Contact Person(s):

(at least 1 name MUST be provided)

1. Name _____ Phone _____

Relationship to child _____

2. Name _____ Phone _____

Relationship to child _____

List any medical conditions which may need attention during After Care hours

Person responsible for After Care Fees _____

Persons authorized to sign the child(ren) out from the After Care program and provide

transportation: (at least 1 name MUST be provided)

1. Name _____

2. Name _____

3. Name _____

In the event of an emergency, and none of the persons listed above are available, I authorize the school to take my child to a hospital for emergency care:

Parent's Signature _____