

St. Margaret Mary Before and After School Care 2019-2020

Welcome to the St. Margaret Mary Before and After School Care Program. Our program is designed to provide a safe environment for all SMM students who need before and after school care at a reasonable cost. Payments must be made weekly. All account balances are due in full at the end of each quarter. Failure to pay in full at the end of each quarter will result in your child(ren) not being allowed to use the before and after school care program until balances are paid.

Eligibility

Students must be enrolled at St. Margaret Mary School to participate in the before/after school care program.

Before Care 6:00 a.m. - 7:30 a.m.

Before care will be held in the school cafeteria. At 7:30 a.m. Pre-K students will be escorted across campus to their building. Students may bring breakfast food or you may send a box of cereal with the student's name on it to keep at school. NO SOFT DRINKS ARE ALLOWED.

AfterCare 3:00 p.m. - 6:00 p.m.

- Pre-K 3 and Pre-K 4 will be in the Pre-K building until 4:30 p.m. At that time they will be escorted to the school cafeteria and may be picked up from there.
- K - 7th grade students will be in the school cafeteria and may be picked up at that location.
- Children must be picked up by 6:00 p.m. If a child is left later than 6:00 p.m., emergency contacts will be called to pick up your child and the late pick up fee will be charged. This fee is \$5.00 per child for every 10 minutes you are late. If this becomes chronic, you will be asked to make other aftercare arrangements.

- We furnish a snack and drink daily. If your child has any type of food allergies, please inform the program director. Your child may bring his/her own snack instead of getting a school snack as long as it is of reasonable size, healthy, and does not contain candy or carbonated drinks.
- After roll call, children will play outside for approximately one hour then come inside for snack. After snack, there may be another outside time. If they stay inside, they may watch a movie, read, play cards, study, homework, etc. No toys, cards, or games of any kind are to be brought from home. CELL PHONES ARE NOT ALLOWED TO BE USED IN AFTER CARE.
- Students attending After Care who participate in a before or after school activity (athletic practices, meetings, games, etc.) must make pickup arrangements before coming to after care.
- If a student checks out of school during school hours, he/she will not be admitted into the after care program unless he/she was rechecked into school during regular school hours.

Homework

All students are responsible for their own homework; however, we will help any student who needs assistance. Please note that while we provide homework time and will assist with written homework, you should always check to make sure that homework was completed in its entirety. If you need your child to remain inside during play time to do homework, please let us know.

Discipline

We expect all students to act in a Christian manner and respect all teachers and other students. All school rules including conduct apply to the before/after school care program. Parents and/or Guardians must abide by the rules of the program.

Check Out Procedures

Only those people whom you have listed as having authorization are allowed to pick up your child. A Photo ID will be required for any person or persons we do not know or recognize. Parents are responsible for keeping the authorization list current at all times. CHILDREN WILL NOT BE RELEASED TO ANYONE WHOSE NAME IS NOT ON THE LIST. We encourage you to list as many relatives and friends as possible in case of an emergency. Once a child is checked out, they may not return that day.

After Care Drop In Procedures

Parents/Guardians must send a signed note to the program director and teacher notifying them that the child will be attending after care that day. Please include parents' names and phone numbers in case we need to contact you. Also make sure you include the names of the person/people picking up the child.

Important Numbers

Cafeteria	985-643-8481 (between 3:00 - 6:00 p.m.)
PreK Building	985-643-3558 (between 3:00 - 4:30 p.m.)
School Office	985-643-4612
Ms. Gallo's Email	sgallo@saintmm.org