

Saint Michael  **Catholic School**

AFTER
THE BELL
EXTENDED DAY PROGRAM

HANDBOOK

2019-2020



St. Michael School

After the Bell Extended Care

2019 – 2020 Handbook

Principal	Mrs. Sandi Doré	sdore@stmike.net
Assistant Principal	Mrs. Leonor Gonzalez	lgonzalez@stmike.net
Bookkeeper	Mrs. Donna Venable	dvenable@stmike.net
<i>After the Bell</i> Director	Mrs. Pam Kirsch	pkirsch@stmike.net

Phone Contact 337-783-1410 (school office will remain open until 6:00 p.m.)

***After the Bell* Extended Care Hours of Operation**

Monday – Friday 3:00 – 6:00 pm (only on full days of school)

There will be no ***After the Bell*** Extended Day on early dismissal days or holidays.

Dismissal will begin at **5:45** in the front of school and ends promptly at 6:00 pm.

Late fees begin after 6:00 pm, based on atomic time.

Philosophy

Consistent with the mission of St. Michael School, *After the Bell*, the extended care program, will promote growth in faith, scholarship, leadership, and service, building a faith community rooted in gospel values. The staff will strive to provide an environment designed to foster self-esteem and develop an appreciation for the dignity of each person. The program offers parents a safe, familiar, and loving alternative environment during after-school hours. The program will include time for students to complete and receive assistance with homework, provide developmentally appropriate recreational opportunities, and provide social interaction opportunities. *After the Bell* will follow the same standards for behavior, respect, and rules that apply during the regular school day.

Admission

Any student currently enrolled in St. Michael School may use the *After the Bell* program. Parents must fill out registration information for *After the Bell* and pay a \$20.00 registration fee. Parents may register for *After the Bell* at any time during the school year.

St. Michael School is concerned about the proper supervision of students after regular dismissal. Any student not been picked up by **3:30 pm** will be sent to ***After the Bell*** and the family will be billed at the *Drop In* rate. Be advised that all students, whether daily, part-time, or drop-ins, must have registration information on file. Drop-Ins are asked to complete paper work on the first day your student attends *After the Bell*.

Parent Information

The following are guidelines for the St. Michael School, After the Bell, Extended Day Program. We have made every attempt to include all of the information considered important for your child's safety and basic operation of the program, but we realize some things may be modified or changed as the year progresses. We will keep you informed of any changes made to these policies and procedures. We welcome your suggestions, as we will work together to make this a positive experience for both child and family.

Our program allows children to experience a wide variety of activities planned to complement the mission and student learning expectations of our school. Homework, computer time, supervised playground activity, art, craft projects, board games, snack, etc. are included in the program. We offer a balance of both structured and unstructured time to give the children a safe, fun environment to play, learn, and socialize.

Homework Disclaimer

A homework period is scheduled each day for all students enrolled in *After the Bell*. It is the student's responsibility to know their homework assignments for the day. Students who have completed their homework or do not have homework assignments may use this time to review assignments, study, or read quietly. **It is recommended that you discuss with your student his/her homework responsibility while at *After the Bell*.** Also, please note, students may still need to review and/or study in addition to the work done in *After the Bell* homework time. **After the Bell is not responsible for homework that has not been completed.**

After the Bell Schedule

After the Bell is open from St. Michael School dismissal until 6:00 p.m., each full school day. *After the Bell* dismissal will begin at 5:45 pm in the front of the school and will end promptly at 6:00 pm. Late fees will begin to incur promptly after 6:00 pm and thereafter. We will not be open on early dismissal, ½ days, or on school holidays. The following is a sample of the *After the Bell* schedule. Due to unforeseen events such as weather, activities and events are subject to change.

Tentative schedule for After the Bell	
3:00	St. Michael School dismissal
3:05	Students in <i>ATB</i> will move from gym to cafeteria
3:05– 3:30	Afternoon snack
3:30 – 4:30	Homework session / other activities
4:30 – 5:45	Outdoor play / other activities
5:45	Dismissal begins
6:00	<i>After the Bell</i> closes. Late fees begin

Snacks

After the Bell will provide an afternoon snack as part of the program. If preferred, parents can send a snack with the student. Please be aware that St. Michael School policies are still in effect and peanuts/peanut products are not allowed.

Program Rules

Our program is led by certified teachers and staffed with qualified devoted caregivers. The staff works together to help each child grow in self-respect and self-discipline and maintains a safe atmosphere of respect, understanding, and fairness.

After the Bell will follow the Student Code of Conduct and Discipline Procedures listed below.

Student Code of Conduct

- Students will treat each other and all school staff in a respectful manner.
- Students will not be physically abusive (hitting, shoving, biting, wrestling, or throwing objects) or verbally abusive to others.
- Students are expected to clean up their area prior to leaving it.
- Students will not damage school property or the property of others.
- Behavior that disrupts the normal activity in the center or threatens the safety of others is not allowed.
- Students will respect others while working silently and independently during homework.

Discipline Procedure

- The student will be given a verbal warning for inappropriate behaviors.
- Students, with guidance of an adult, are asked to work on a solution for a positive outcome and parent/s will receive notification.
- If the inappropriate behavior continues, the student are given a Refocus Form.
- Parent/Guardian will sign the form and it will be kept in the student file.
- If the student receives three written reports for the same or similar disciplinary issues within a quarter, he/she will be referred to the Assistant Principal/Principal.
- If further discipline is needed, it will be decided by the Principal. This discipline may include suspension or expulsion from the *After the Bell*, Extended Day Program.

Fees

Fees are based on 170 days of extended care for the 2019-2020 school year. There is no extended care available on half days or holidays. For your convenience, the fee schedule is divided over 10 months (August- May) and based on a daily rate. Drop In

fees are the only exception. These fees are based on a higher daily rate and calculated at the end every month.

After the Bell program implements the Accounts Receivable collections by the Direct Payment Plan. You will have your monthly payment made automatically from your checking or savings account. You do not have to change your present banking relationship to take advantage of this service.

You must participate in the Direct Payment Plan for *After The Bell*. Your authorized regularly scheduled *After the Bell* payments to be made from your checking or savings accounts to St. Michael School. **After the Bell payments will be initiated on the 5th of each month.** Your payments will be made automatically on the specified day, and proof of payment will appear with your statement. The authority you give to charge your account will remain in effect until you notify us, in writing, to terminate the authorization. The Direct Payment Plan is dependable, flexible, convenient, and easy. Please complete the attached authorization form along with a voided check and return it as soon as possible to Donna Venable at St. Michael School. If you have any questions, please call Donna at 783-1410.

Late Fees

After the Bell Extended Care program daily closing time is 6:00 pm atomic time. Students who are picked up after 6:00 pm will be charged a late fee of \$10 and \$1.00 for every minute after 6:01 pm. Charges will be added to the family's monthly invoice and drafted the next month.

Billing Procedure

After the Bell Extended Day Program will be billed through the same bank account as St. Michael School tuition and fees. Your account will be drafted from your bank account on the 5th of each month as a separate charge labeled ***After the Bell***. Any late fees or *Drop In* charges will be billed on the following month and indicated on your bill.

Sign-Out and Dismissal Procedures

For the safety of all students, it is necessary that all parents/guardians adhere to the following procedures:

- If a student needs to be picked up before the 5:45 pm dismissal time, you must go to the front office to sign out the student.
- Parents/Guardians must not remove any student from the classroom or play area without notifying the staff and signing the student out in the front office.
- For safety reasons, parents/guardians are not allowed to go to the classroom or play area to pick up the student. The student will be called to the front office for dismissal.
- Parents/Guardians should not send persons whose names are not on the Student Release Form to pick up a student. The student will not be released.

- Parents/Guardians must notify school office by calling the front office if anyone not on Student Release Form will be picking up student. A note may also be sent with the student and given to *After the Bell* personnel.
- Dismissal will begin at 5:45-6:00 pm in the bus lane in front of school.
- At 6:00 pm atomic time, remaining students will be considered 'late' for pickup.
- Late fees begin at 6:00 pm atomic time.
- Students who are picked up after 6:00 pm will be charged a late fee of \$10 and \$1.00 for every minute after 6:01 pm.
- Drop Ins will be asked to complete paper work on the first day your student attends *After the Bell*.