



St. Michael School
***After the Bell* Extended Care**
2023 – 2024 Handbook

Principal	Mrs. Terri Hebert	thebert@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 5:45 p.m.)

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

Monday – Friday: **Dismissal – 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.

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 \$25.00 registration fee. Parents may register for *After the Bell* at any time during the school year. **After the Bell requests that children registered as full-time or part-time regulars submit their registration no later than the day before they begin attending *After the Bell*.**

St. Michael School is concerned about the proper supervision of students after regular dismissal. Any student not picked up by **3:25 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. 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, snacks, 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

A homework period is scheduled each day for all students in 1st – 8th grades 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*.** Because of the high number of students in ATB, we ask that parents of children in grades 1-3 do any reading of stories at home, which will allow children time to read at a more leisurely pace while allowing the parents to better monitor their oral reading skills. Also, please note, all students may still need to review and/or study in addition to the work done in *After the Bell* homework time. **It is highly suggested that parents check their child's homework each evening. 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. 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.

Regular schedule for After the Bell	
2:50	St. Michael School dismissal
3:05	Students in <i>ATB</i> will move to cafeteria
3:05 – 3:30	Afternoon snack & outdoor play
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. Children may also take advantage of the *After the Bell* snack sale, where extra snacks are sold for \$1-2 each. Please be aware that St. Michael School policies are still in effect and peanuts/peanut products are not allowed. The FACTS Billing System will not be used for snack sales.

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 is disruptive or threatens the safety of others is not allowed.
- Students will respect others while working silently and independently during homework.
- Cell phones are **not** allowed during ATB hours.

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 student receives three written reports for the same or similar disciplinary issues within a quarter, he/she will be referred to the Principal.
- If further discipline is needed, it will be decided by the Principal. This discipline may include suspension or expulsion from After the Bell.

Injury and Illness Policy

In the event that a child becomes ill or sustains an injury during After the Bell, a member of the ATB staff will contact the parent/guardian so that arrangements can be made for the child to be picked up. If the parent/guardian cannot be contacted immediately, any necessary first aid or other medical care will be administered to the child.

Parents/guardians are responsible for and agree to pay all costs involved with the emergency medical treatment of their child if such an event occurs.

Fees and Billing Procedure

Fees are based on 170 days of extended care for the 2023-2024 school year. There is no extended care available on half days or holidays. For your convenience, the fee schedule is divided over 10 months (September - June) 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 implements the Accounts Receivable collections by the FACTS Billing System. You will have your monthly payments drafted automatically from the account you have already set up on the FACTS Billing System. The \$25 family registration fee, drop in fees, and late fees will also be drafted from the FACTS Billing System. The FACTS Billing System will not be used for snack sales.

You **must** participate in the FACTS Billing Plan for *After The Bell*. Your authorized regularly scheduled *After the Bell* payments will be made through the FACTS Billing System to St. Michael School. **All After The Bell payments, including late fees and drop-in charges, will be initiated on the 10th of each month, with the exception of the Registration Fee, which will be billed upon submittal of the registration form. After the Bell payments are billed separately from tuition.** Your payments will be made automatically, 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.** Please sign the authorization form, which is attached to the ATB registration form.

Late Fees

After the Bell Extended Care program daily closing time is 6:00 pm. 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. ATB services may be withdrawn from any families who are late 3 times in one calendar month.

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. ATB uses PikMyKid, so announcing your child on this app will allow us time to have your child ready for you when you arrive.
- 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 the 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 is 5:45-6:00 pm in the bus lane in front of school.
- At 6:00 pm, remaining students will be considered 'late' for pickup.
- 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.

Please sign the acknowledgement form in the registration packet once you have read the handbook.