

Saint Matthew's After School Care Handbook



† *Saint Matthew Catholic School*

A Tyrone Tradition Since 1869

*1105 Cameron Avenue
Tyrone, PA 16686*

June 22, 2017

Dear Parents & Guardians:

Thank you for your interest in the After School Care Program. After School Care is available for families who are in need of child care after the regular school day. This program provides a safe and comfortable environment for your children. After School Care offers a time for social interaction, physical and creative activity, and homework assistance.

After School Care begins at 11:30 am for preschool children and 2:45 pm for the K-6 students and operates until **5:00 pm**. After School Care is available Monday through Friday when school is in session. In order to register your child/children for the week, parents must complete the "After School Care Hours Worksheet" and return with payment so that staff can be properly scheduled. Payment is expected in advance with the sign-up sheets.

The program is staffed by a coordinator and teachers who have participated in the Youth Protection Program and provided all necessary clearances.

The program has been very successful and we hope to maintain it for years to come. We believe the program enhances the family atmosphere of St. Matthew Catholic School. Please read the After the School Care Handbook for more information. If you choose to take advantage of this program, please fill out the registration form and return it to the school office.

Thank you and God Bless You!

Sincerely,
Debbie St. Pierre
Principal
St. Matthew School



Mission Statement

St. Matthew Catholic School serves its students and their families by providing a safe and positive learning environment in which to focus on academic excellence and convey the truths and beliefs of the Catholic Church. We recognize that each child is unique and strive to empower them to develop their God-given talents and abilities.

Belief Statements

We believe that:

- All children have access to love, learning and safety
- Individual attention is an essential component to a student's academic and spiritual success
- Academic excellence is achieved through creative lessons and current technology
- Religion and Faith are something to be lived every day, not just on Sunday
- Prayer and Liturgical Celebration are the cornerstones of our students' faith-journey
- Communication and cooperation between home and school are the hallmarks of our small school community
- Understanding and appreciation of diversity are central to peace and harmony
- Guiding our students to become active and productive members of our parish and society is essential

Hours of Operation

The After School Care program begins at 11:30 a.m. for Preschool, 2:45 p.m. for K-6, and **ends at 5:00 p.m.** When school is not in session, there is no After School Care. In the event of an early dismissal, two hours of After School Care will be offered.

Cost per child

The charge for this service is \$4.00 per hour (\$2.00 per half-hour).

Late Fees

If your child is not picked up as scheduled, you will be billed for the additional time. If you arrive **after 5:00 pm**, a late fee of \$10.00 for every 15 minutes will be charged.

Daily Schedule

11:30 - 12:00 - Lunch (Preschool)

The children may buy their lunch at the cafeteria for \$2.00 or bring a packed lunch. Milk is available for \$0.40.

12:00 - 12:20 - Recess (Preschool)

The children will have recess outside or inside the preschool classroom depending on the weather.

12:30 - 1:30 - Nap (or “quiet time”) (Preschool)

Parents will furnish a pillow and blanket for each child. The bedding will be kept in bags at the school. Mats will be provided by the school and kept in the preschool room. Soft music or movies will be played during nap time to provide a quiet and soothing atmosphere.

1:30 – 2:45 – Playtime (Preschool)

2:45 – Arrival of K-6 Students - At 2:45 p.m. the K-6 students will be dismissed from their respective classrooms and will report to the After School Care room. The children will have time to work on their homework assignments, socialize with their friends, and have a snack/drink which is provided by the parents. Snacks will not be shared.

The remaining time includes the following:

Planned Activities and Free Play – Children may play with various toys, games, and puzzles. If the weather is nice, they will be able to play outside in the school lot. Sporting equipment and games will be available to the students.

Clean up and Departure – The students will use this time to put away games and equipment and retrieve their belongings for dismissal.

Scheduling

After School Care Hours Worksheets must be completed and returned to the school office by Monday for the week of care in order to allow enough time for proper scheduling of the staff. In an emergency you may call the school to register your child(ren) for the same day. Payment must be made in advance of care and should accompany the sign up form in order to be scheduled. Please pay in advance weekly. We will credit/debit your account as needed. It is important to turn in your schedule to insure someone is scheduled to cover After School Care. Parents should request After School Care Hours Worksheets from the office as needed.

Rules and Regulations for After School Care

1. During homework time (approximately 15 minutes), younger children must look at a book or have quiet play. Older students must read a book on the occasion that they have no written assignments.
2. Teacher's desk and personal items are off-limits.
3. Children must clean up toys before getting out new items and put all toys in the proper place before leaving.
4. Children may **not** bring electronic games or other devices.
5. Students are not permitted to go back to classrooms, even to return completed homework.
6. Children must be respectful of the adult in charge. Misbehavior will be reported to parents upon pick-up. Repeated or serious offenses will be reported to the principal.
7. There will be no running or yelling in the building.
8. Only one girl or boy at a time is permitted to use restrooms.
9. Students should bring their own snacks and are not permitted to share them. Healthy snacks are encouraged. (No candy or soda are permitted.) Students must sit at the tables to eat and clean up after themselves when finished.
10. Drinks: Students should use their water bottles or are permitted to go to the water fountain one at a time. Cups from the preschool dispenser will not be used.
11. Parents must sign out children after ensuring that they have put away toys, etc.

Discipline Procedures

First offense – child will be given a verbal warning

Second offense – a time out will be given based on the discretion of the adult in charge

Third offense - a "Conduct Report" will be completed and forwarded to the principal (Parents will be informed of repeated or serious misbehavior.)

Registration Form

Parents must complete the Registration Form with contact and transportation information. These forms will be available to the After School Care supervisors in the event that you would need to be reached. Please remember to update your phone numbers if they change during the school year.

Saint Matthew School
After School Care Program

Registration Form

Family Name _____

Names of children who will attend

<u>Names of children who will attend</u>	<u>Grade</u>
_____	_____
_____	_____
_____	_____
_____	_____

Please provide names of anyone who may pick up your child or children.

<u>Names of people authorized to pick up child</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____
_____	_____

Please provide contact information.

Parent/Guardian _____ Work: _____ Cell: _____

Parent/Guardian _____ Work: _____ Cell: _____

Other Contact _____ Phone: _____

Other Contact _____ Phone: _____

Remember to update this information if changes occur during the school year.