



**ST. DENIS - ST. COLUMBA SCHOOL  
BEFORE AND AFTER CARE PROGRAM  
2022-23 GUIDELINES**

The St. Denis-St. Columba School Before Care and After Care Program (“Program”) is designed to provide a service to parents who are in need of child care before or after regular school hours. The Program is available every regularly scheduled school day with very minor exceptions. Days when the Program is not available will be communicated on the School Calendar found at [www.stcolumba.net](http://www.stcolumba.net) and in Family Newsletters.

**GENERAL GUIDELINES**

**AUTHORIZATION FOR RELEASE**

Students may only be checked out of the Program by their parents/guardians. Parents/Guardians may authorize other persons to check out their children in writing. Permanent authorizations for release for the School Year may be designated on the Program registration form. Under no circumstances will a child be released to any unauthorized person.

**BILLING/PAYMENT OF FEES**

Fees are incurred only when the Program is used. Fees incurred for use of the Program are calculated weekly and are typically billed in four week increments. Invoices will reflect weekly charges. Invoices will not reflect specific days or hours a student was in the Program. Student Time Sheets and Sign-Out Sheets are available for review should a Parent/Guardian have a question about their daily use of the Program. Invoiced amounts may be added to a student’s Smart Tuition account upon request. Please note that students with past due Program accounts will not receive Report Cards until outstanding balances are paid. Parents/Guardians encountering financial hardship should contact the School Office for assistance.

**ILLNESS/INJURY**

In the case of a student illness or injury, a Parent/Guardian or Emergency Contact will be telephoned immediately. For the safety and well-being of everyone in the Program, a Parent/Guardian or other person authorized for pick-up must check out the sick or injured student as soon as practicable.

**CODE OF CONDUCT**

All students are expected to conduct themselves in a manner which will reflect positively on themselves, their parents/guardians, and the School. The terms of the St. Denis-St. Columba Parent-Student Handbook apply to both to the Program. Students whose conduct does not comply with the Parent-Student Handbook may be suspended from the Programs at the discretion of the School Principal. Program employees have the authority to discipline any student who participates in the Program.

**COMMUNICATION**

For questions, concerns, or assistance with the Program, please call the School Office at 845-227-7777.

**PERSONAL ELECTRONIC DEVICES**

Consistent with the school policy contained in the Parent-Student handbook, students are not permitted to use personal electronic devices while participating in the Program unless specifically authorized by a Program Employee or Faculty Member. Students in violation of this policy will be subject to appropriate disciplinary action. Parents/Guardians wanting to communicate with students must do so through the School Office, the Program phone, or a School Employee. Direct communication with students using personal electronic devices is not permitted unless specifically authorized by a Program Employee.

**REGISTRATION**

All students must be registered in order to attend the Program. There is a \$10 per child registration fee that is required to register for the Program. Registration forms can be found under the “For Parents” tab on the school website.

**WEATHER RELATED/EMERGENCY CLOSURES**

If school is closed due to inclement weather or other emergency, the Program will be closed.

## **BEFORE CARE GUIDELINES**

### **ACTIVITIES**

Before Care provides supervised child care prior to the start of school for the convenience of our student families. There are no organized activities in Before Care. Students are encouraged to read, study and work on assignments.

### **AVAILABLE HOURS**

Before Care is available from 7:00 a.m. – 7:30 a.m. every day unless otherwise communicated.

### **BREAKFAST**

Breakfast is not provided as part of Before Care. Students are strongly encouraged to eat a healthy breakfast prior to arriving at school. However, students may bring a simple cold breakfast or snack with them such as fruit or a breakfast bar. Heating/microwaving is not available. Consistent with the School Policy for cafeteria use, students are expected to clean up after themselves after eating including wiping tables and throwing away trash.

### **COMMUNICATION**

For questions or assistance during Before Care call the School Office at 845-227-7777.

### **DELAYED OPENING**

In the event of a delayed opening for inclement weather (or other conditions requiring a delayed opening) Before Care will be available for one hour prior the scheduled starting time of school. For example, in the event of a two hour delay, Before Care will open at 9:00 a.m.

### **DROP OFF PROCEDURE**

Students attending Before Care must be accompanied by an adult to the School Building. The adult will be required to sign-in the student(s). For the safety of our students, they are not to be dropped off outside of the school and left unaccompanied. At the conclusion of the Before Care, students will be released to regular supervision for the beginning of the regular school day.

### **FEES**

The fee for Before Care is \$8 per student per use. Parents/Guardians are responsible for the entire fee for Before Care regardless of the time the student is check into the Program. The fee is not prorated based on the time a student is in the program.

### **MILK**

An eight ounce carton of low fat chocolate or 1% white milk will be available each morning to each student in Before Care. There is no additional charge for the milk which is made available through the Archdiocese of New York Office of Child Nutrition Special Milk Program.

### **UTILIZING BEFORE CARE**

Before Care is available to families on an “as needed” basis but it is necessary to **pre-schedule or reserve** use of Before Care. Advance notice of 24 hours is required so the school can appropriately provide Before Care resources. Families may communicate their anticipated schedule to the School Office or to a Before Care employee.

## **AFTER CARE GUIDELINES**

### **ACTIVITIES**

After Care provides a number of activities so that students are actively engaged in learning, play or exercise. Students are supervised at all times and encouraged to participate in all activities including arts and crafts, games, and physical activities. Students are encouraged to engage in supervised activities on the playground or in the gym. A quiet area for study and reading is available for the children to use if they choose. Students are encouraged to work on homework. Homework assistance is also available but it is not the intent of this Program to ensure that all homework is completed.

### **AVAILABLE HOURS**

After Care is available from dismissal until 6:00 p.m. every day, unless communicated otherwise.

## **COMMUNICATION**

For questions or assistance, please call the School Office at 845-227-7777.

## **EARLY DISMISSAL OF SCHOOL**

In the event of an early dismissal of school for inclement weather (or other conditions requiring early dismissal), the After Care Program will not be available for that day. Parents/Guardians will be notified of the early dismissal through the IRIS Alert System. There will be no notifications of the closure made directly by the Program. Consistent with School Policy, students will be sent home their school buses.

## **SCHEDULING/UTILIZING AFTER CARE**

The After Care is available to students on an "as-needed" basis. However, it is necessary to provide advance notice of intent to use After Care to a student's teacher. Advance notice is necessary so that the student is dismissed from school into the After Care Program in lieu of taking the bus.

### Scheduled Use of After Care

If a student will be attending After Care on a consistent basis/schedule, it is only necessary to provide the schedule to the teacher once. A Parent/Guardian then only needs to communicate an exceptions/or changes to their regular schedule.

### Daily Use of After Care

A student may attend After Care on any day that is needed. For infrequent/non-scheduled use, a Parent/Guardian must provide a note to the teacher indicating that the student is to attend the After Care Program.

### Urgent Need

It is the intent that the After Care Program will be available to our families whenever it is needed. If circumstances should arise where a Parent/Guardian has an unplanned need to use After Care, the Parent/Guardian must call the School Office **before** 2:00 p.m. and receive a verbal confirmation that the student will be placed in the After Care Program. A Parent/Guardian should not presume that communication sent by facsimile or e-mail was received by a member of the Office Staff unless the Parent/Guardian has received a confirmation in return.

### Enrichment Programs

Students who attend an After School Enrichment Program may also utilize After Care either before or after the Enrichment Program. Enrichment Program Coordinators or the After Care Program Coordinators will check-in and check-out students who are enrolled in an activity.

## **FOOD/LUNCH/SNACK**

Students are permitted to bring their own healthy snack. On a half day of school the students are to bring their own healthy lunch. Heating/microwaving is not available. Consistent with the School Policy for cafeteria use, students are expected to clean up after themselves after eating including wiping tables and throwing away trash.

## **FEES**

The fees for After Care are as follows: \$8/hour for single student family; \$14/hour for a two student family; \$16/hour for families with three or more students registered for After Care. All rates are calculated to the nearest half hour. Families are only billed for the time in After Care. The billing period begins at 3:00 p.m.

## **HALF DAYS**

The After Care Program will be available on scheduled early dismissal days. Students are to bring a lunch and a drink for those days. An afternoon snack will be provided.

## **LATE PICKUP FEE**

It is very important that parents understand that to provide a safe environment for the children, certain staffing requirements must be met. Therefore, if your child is not picked up by 6:00 p.m., an additional ten dollars every fifteen minutes will be assessed. It is understandable that emergencies do arise that might make it impossible to pick up at the scheduled time. Every effort must be made by parents to notify the School Office immediately at if such a case occurs. If a pattern of continuous late pickups occur, the matter will be addressed, and the family will have to make other After Care arrangements.