

ARCHBISHOP NEALE SCHOOL
AFTERCARE PROGRAM

Operated By:
Archbishop Neale School
Child Care Center
104 Port Tobacco Road
La Plata, MD 20646
(301) 934-7005
(2:00 p.m. – 5:59 p.m.)

PARENT HANDBOOK

(Updated February 2017)

PROGRAM OPERATION:

The program is licensed by the State of Maryland to operate on days school is in session. The hours are from 2:00 p.m. until 5:59 p.m. On scheduled early dismissal days the program will commence immediately at school dismissal and will continue through the regularly scheduled time.

On emergency early dismissal days (such as inclement weather) the program will open when school dismissed but parents are asked to arrange to have their children picked up as soon as possible. The program is closed when school is not in session.

PROGRAM SCHEDULE:

The schedule for a typical day is as follows:

2:00-2:15 Move to designated Aftercare areas, take roll, and change clothes.

2:15-3:15 Free play

3:15-3:30 Wash up & snack

3:30-4:30 Homework*

4:45-6:00 Free play/departure

*Time scheduled for outside play, snack, and homework will vary for age groups.

FREE PLAY:

Children may bring a change of clothes for Aftercare. Please mark your child's clothing/uniform clearly with his or her name. On any day that the weather permits, we will have outside free play. Please be sure your child is dressed appropriately. Jackets are

required on cold days. On days that the weather does not permit us to be outside, this activity time will be held inside.

DRESS CODE:

The school policy for summer and winter uniforms also applies to Aftercare. Grades 1 to 5 may bring shorts from home while the summer uniform is being worn but Grades 6-8 must wear school shorts. Jeans are allowed but tank tops or spaghetti straps are never allowed.

SNACK:

Please pack a nonperishable, nourishing snack for your child to eat during Aftercare. Milk will be provided at no additional cost and the school's a-la-carte program is open during snack time. Children who stay past 5:00 will need a second snack. A-la-cart and milk will NOT be available for the second snack. On SCHEDULED early dismissal days the first snack will be provided.

HOMEWORK TIME:

Children in grades K-3 will have one half-hour of time during which they may complete their homework. After an individual's homework is complete, they may choose a quiet activity. Children in grades 4-8 will have one hour scheduled for homework time. We ask that children in this age group spend at least one half-hour doing homework, studying or reading. After this time they may choose a quiet activity. We do ask that children **refrain from loud**

talking or noisy activities during this time so children still working on their homework will not be distracted. Staff will be available to supervise and assist children during homework time. It is the responsibility of the parents to check the homework.

PROGRAM DEPARTURE:

ONLY PERSONS AUTHORIZED ON THE EMERGENCY CARD WILL BE ALLOWED TO ROUTINELY PICK UP CHILDREN FROM THE CENTER.

If any person not listed on the emergency card picks up your child, **the program must be contacted in advance, and in writing.** In case of an emergency change, a note may be faxed to the school office (301-934-8610). We will ask any individual who does not normally pick up a child to show identification. A person who occasionally picks up your child does not automatically become an authorized person. This precaution is to assure the safety of your child.

On emergency early dismissal days children must be picked up by an authorized adult. **PARENTS ARE ADVISED TO MAKE ARRANGEMENTS TO HAVE THEIR CHILD PICKED UP ON TIME, PARTICULARLY IN EMERGENCY EARLY DISMISSAL SITUATIONS.**

DISCIPLINE POLICY:

One of the goals of the program is to provide an environment of

cooperation and order for the well-being of all children. Emphasis is placed on courtesy and respect.

Children who do not follow the rules will receive a warning and/or time-out from activities with other children. Parents will be informed of any infraction. The disciplinary notes used by the School will also be used by Aftercare. **The Program reserves the right to suspend or expel children from Aftercare due to chronic misbehavior.**

REQUIRED FORMS:

The State of Maryland regulations require that each center obtain the following forms for each child enrolled before admittance to the program, in addition to the forms required by ANS:

1. REGISTRATION FORM
2. EMERGENCY CARD
3. HEALTH INVENTORY
4. INOCULATION

RECORDS (available from school)

PLEASE NOTIFY THE DIRECTOR OF ANY SPECIAL NEEDS OR ILLNESSES YOUR CHILD MAY HAVE.

ILLNESS:

If your child becomes ill during program hours, you or your designated emergency contact will be notified and asked to come for him or her. Every effort will be made to make your child comfortable until your arrival. If your child is too ill to go outside he or she must stay home. Staff

will not be available to stay indoors with sick children. Also, STATE REGULATIONS PROHIBIT THE CARE OF SICK CHILDREN (especially contagious children) IN OUR CENTER. We may not dispense any prescription medications or over-the-counter medications without written directions from your physician and you. **State regulations also require a note to the director stating that a child returning to the program after an absence of three or more days due to illness or injury may resume normal program activities.**

PROGRAM FEES & CHARGES:

Registration Fee:

A non-refundable registration fee of \$40.00 per child is charged at the time of registration. The family charge will not exceed \$80.00.

Child-care Fees:

Full time (4 or more days)

2:00-5:00 p.m.:

\$75.00 per week for the first child

\$60.00 per week for each

additional child

2:00-5:59 p.m.:

\$98.00 per week, per child

\$78.00 per week for each

additional child

Part-time/Drop-in (up to 3 days per week)

\$8.00 per hour or any fraction of an hour per child

Absences due to illness or otherwise are not exempt from

child care fees. If your child is absent for an extended period, a note from the doctor will be required in order to waive the fees. If your child will be on vacation, a written notice prior to the vacation will be required in order to waive the fees.

One week's written notice is required if you intend to withdraw your child from the program. See the director for a withdrawal form.

Payment is due on the Friday of the week services are rendered.

If it is more convenient to pay bimonthly or monthly (in advance) please notify the director.

CONTINUED FAILURE TO PAY FEES ON TIME MAY RESULT IN TERMINATION OF SERVICE.

Late Pick-Up Fees:

Late pick up fees of \$10.00 per hour or any fraction of an hour per child late will be assessed for those students who are not picked up by their previously agreed to time. Continued tardiness may result in your child's dismissal from the program.

Returned Check Fees:

Checks should be made payable to ANS. If a check is returned unpaid by the bank for non-sufficient funds (NSF), a \$10.00 charge will be assessed and the entire amount of the check and the NSF charge will become due and payable immediately. **Repeated bad checks may result in termination of service.**