

ARCHBISHOP NEALE SCHOOL  
CHILD CARE CENTER  
AFTERCARE PROGRAM

104 Port Tobacco Road

La Plata, MD 20646

301-934-9595

301-934-7005

2:00pm – 5:59pm

**PARENT HANDBOOK**  
**(Revised April 2019)**

## **WELCOME TO THE ANS AFTERCARE PROGRAM**

The program is open to ANS students in grades PreK-3 through 8. The objective of the program is to provide children with age appropriate opportunities to satisfy their needs for social, emotional, physical, and intellectual development in a safe, supervised and friendly environment.

### **PROGRAM OPERATION:**

The program is licensed by the Maryland State Department of Education – Office of Child Care, (MSDE-OCC) to operate on days school is in session. The hours are from 2:00 P.M. until 5:59 pm. 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 is closed. Parents should pick their children up as soon as possible.

**For emergency closing information**, parents can set up an account to receive notification by logging on to [www.charlescountymd.gov/cns](http://www.charlescountymd.gov/cns). This is the same system that is used by Charles County Public Schools.

### **PROGRAM SCHEDULE:**

The schedule for a typical day is as follows:

- 2:00-2:15 Move to designated Aftercare area and take roll
- 2:15-2:30 Snack
- 2:30-3:45 Homework/Free play\*
- 3:45-5:59 Free play/Departure

\*Time scheduled for homework will vary for age groups.

### **OUTSIDE PLAY:**

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

### **DRESS CODE:**

The school policy for summer and winter uniforms also applies to Aftercare. If children wish to change their clothes, they must follow the out of uniform guidelines as outlined in the school's handbook.

### **SNACK:**

Please pack a nonperishable, nourishing snack for your child to eat at the after-school program. Milk will be provided at no additional cost and the school's A-La-Carte program is open during snack time.

### **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 45 minutes scheduled for homework time as needed. Staff will be available to supervise and assist children during homework time. **It is the responsibility of the parents to check the homework.**

**SCREEN TIME:**

The program follows the school's cell phone policy, which is outlined in the school's handbook. Electronic devices such as iPods, iPads, and tablets are not allowed during program hours. Computers are not available for students to complete their homework.

**PROGRAM DEPARTURE:**

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

If any person not listed on the emergency card picks up your child, **the program must be contacted in advance, in writing.** In case of an emergency change, a note may be emailed or faxed to the school office. 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 THE EMERGENCY EARLY DISMISSAL SITUATION.

**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. We ask that all parents and children familiarize themselves with the following rules:

1. **ALWAYS RESPECT OTHERS' FEELINGS AND BELONGINGS.**
2. **TREAT EVERYONE AS YOU WISH TO BE TREATED.**
3. **PAY ATTENTION TO STAFF AND FOLLOW THEIR DIRECTIONS. ALWAYS TREAT STAFF MEMBERS WITH RESPECT.**
4. **TAKE GOOD CARE OF TOYS AND BELONGINGS.**
5. **FOLLOW GOOD-SENSE SAFETY RULES INSIDE AND OUTSIDE.**
6. **ALWAYS USE APPROPRIATE LANGUAGE.**

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 school's Detention Policy is also in effect for students in grades 4-8. **The program reserves the right to suspend or expel children from Aftercare due to chronic misbehavior.**

**REQUIRED FORMS:**

The MSDE-OCC regulations require that the program obtain the following forms for each child enrolled before admittance to the program. (This is in addition to the forms required by ANS.):

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

**ILLNESS:**

If your child becomes ill during program hours, you will be contacted to pick up your child. When parents/guardians cannot be reached, the emergency contacts for your child will be called. Families are responsible for making arrangements to pick up a sick child within one hour of notification. Children may be readmitted to the program following an illness with approval of the director and/or the child's healthcare practitioner. A child may

not be readmitted to the program until 24 hours after the last sign of a fever (without medication,) diarrhea, or vomiting. A written statement from a parent/guardian or physician that the child can return to the program must be presented for any child absent due to illness for three (3) or more days. The program may not dispense any prescription medications or over-the-counter medications without written directions from your physician and you.

### **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:

**Fees will not be reduced due to absenteeism or emergency closures.**

#### **Full-time (4 days a week or more):**

##### **Single child rate:**

PK3-8<sup>th</sup> grade \$360/month

##### **Family rate (2 or more children):**

PK3-8<sup>th</sup> grade \$560/month

**Payment is due at the beginning of each month.**

#### **Drop-In (3 days a week or less):**

**\$10 per hour (or any fraction of an hour), per day, per child**

**Payment is due at the end of the week.**

**Continued failure to pay fees on time may result in termination of service.**

#### **Late Pick-Up Fees:**

Daily services end at 5:59pm promptly. A late pick-up fee of **\$10.00 per child for every 15 minutes late will be assessed. Continued tardiness may result in termination of service.**

#### **Withdrawal**

A one week written notice is required if you intend to withdraw your child 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 \$20.00 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.**

### **PARENT-STAFF COMMUNICATION:**

Please do not hesitate to discuss any questions or comments you may have about the policies or operation of the program with the Director. Also, if your child has any special needs or you have any concerns, please discuss them with his or her Group Leader and the Director.