

ST. MICHAEL AFTER-SCHOOL PROGRAM (ASP) HANDBOOK

Eligibility: Only a student enrolled in the school's regular accredited program will be allowed to enroll in the after school program.

Fee Schedule: \$100 for full time care, \$50 for part time care. Part time care is 5 hours or less per week. Fees are prorated during the months of August and December as follows: \$50 full time care and \$25 part time care. Payment is due on the 18th of each month. There is a \$25 late fee for picking up a child after 5:30 p.m. A *drop-in* must be approved by Administration on or before the date the child/children will attend ASP, and only for an emergency, at a rate of \$10 per child.

Program Hours: ASP operates from 3:30 p.m. to 5:30 p.m. on all regularly scheduled school days. ASP is closed on early release days, holidays, and staff in-service days.

Staff: The principal serves as the director. There is an assistant director and aide who are under the direction of the director of the program. All personnel adhere to the Protecting God's Children guidelines specific to the Diocese and have completed the required background check as part of the Diocese of Victoria Safe Environment program. The director and assistant director are trained in CPR/First Aid, which includes use of AED equipment.

Crisis Plan: ASP will follow the guidelines in the Crisis Plan for St. Michael Catholic School. Some of the drills held both during school and after school include, but are not limited to the following: fire, disaster, tornado, or intruder.

Discipline Procedures and Policies: The ASP staff is committed to providing a safe, positive, and structured environment for all children in the program. ASP is a different setting than the regular school day, subject to strict discipline policies and procedures. Appropriate student behavior is expected and required for attendance. Please review the following rules and consequences:

Rules

1. Show respect at all times. Insubordination and defiance will not be tolerated.
2. Move appropriately throughout campus during program hours.

3. Follow instructions set forth by ASP staff.
4. Refrain from damaging any school property.
5. Refrain from disruptive behavior, fighting, violence of any kind, and inappropriate language.
6. Comply with any and all other regulations set forth by the ASP Director and/or school administrator.

Consequences:

All rules will be reviewed with students attending ASP at the beginning of the school year. Parents are required to read the *After School Program Handbook* and sign an application form prior to enrollment. It is imperative that both students and parents understand the expectations of ASP as well as the potential consequences. Administration reserves the right to impose the following consequences and may use consequences outlined in the *St. Michael Student-Parent Handbook* as needed.

First Offense - Warning

Second Offense - Warning and letter home to parents

Third Offense - Temporary suspension from ASP for one -two quarters as determined by Administration

Fourth Offense After Readmission - Permanent dismissal from ASP

We ask that you discuss the information listed above with your child. We appreciate your efforts and thank you for your continued support in making appropriate behavior a priority for all children.

The following page is a sample copy of the discipline letter that will be sent home if a rule is violated. Please note that the first offense will result in a verbal warning from the ASP director/assistant director. The second offense will result in a verbal warning and a letter to parent from the ASP director/assistant director, a third offense will involve the school administrator and will result in temporary suspension for a minimum of one quarter. A fourth offense after readmission will result in permanent dismissal from ASP.

The school administrator reserves the right to exercise good judgment and issue a greater or lesser consequence as needed.

St. Michael Catholic School After School Program

Date: _____

Dear Parent:

It is important for a student to understand the seriousness of behaving appropriately during afterschool care. Following ASP expectations is essential for all students. Attendance in this program is a privilege, not a right.

Your child _____ has been seen for inappropriate behavior during ASP - 2nd offense.

The following rule was broken:

- Show respect at all times. Refrain from insubordination/defiance.
- Move appropriately throughout campus during program hours.
- Follow instructions set forth by ASP staff.
- Refrain from damaging any school property.
- Refrain from disruptive behavior, fighting, violence of any kind, and inappropriate language.
- Comply with any and all other regulations set forth by the ASP director and/or school administrator.

Additional explanation:

As a result of your child's action in ASP, he/she has received the following consequence:

- 2nd warning - formal reminder to parent
- Temporary suspension from ASP until _____.

 ASP Director/Asst. Director Signature

Date: _____

AFTER SCHOOL PROGRAM (ASP) DAILY SCHEDULE

3:30 - 4:00 Snack and Drink, Rest

4:00 - 4:30 Homework with an opportunity for tutoring

4:30 - 5:00 Outdoor free play, weather permitting

5:00 - 5:30 Indoor organized games or movie time