

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. ASP is reserved for parents with students in Pre-K through grade 4. There are **no drop-ins** allowed due to limited space.

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 month of December as follows: \$50 full-time care and \$25 part-time care is due with tuition, according to the payment plan chosen on the *Registration, Tuition and Fees* form. A \$25 late fee will be charged to the family account when a child is picked up after 5:30 p.m.

Program Hours: ASP operates from 3:15 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 are two ASP employees under the direct supervision 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 criminal background check as part of the Diocese of Victoria Safe Environment program. The employees are trained in Basic First Aid, CPR, and child abuse reporting.

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, and 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.

7. The mission of the school, to be friendly, respectful, responsible, and *Christ-like*, is expected to be observed and followed.

Consequences:

All rules will be reviewed with students attending ASP at the beginning of the school year or upon entry to the program. 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. The second offense will result in a verbal warning and a letter to parent, and, a third offense will result in temporary suspension for a minimum of one quarter. A fourth offense, after readmission to the program, 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 (ASP)*

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 (student's name) has committed a 2nd offense, warranting a 2nd verbal warning and letter to parent/guardian for inappropriate behavior. Please note that a 3rd offense warrants temporary suspension from the program. However, administration has the right to issue a lesser/greater consequence including permanent suspension from the program.

The following rule was broken on (date of offense) _____:

- ☐ Failure to show respect at all times. Did not refrain from insubordination/defiance.
- ☐ Failure to move appropriately throughout campus during program hours.
- ☐ Failure to follow instructions set forth by ASP/School staff.
- ☐ Damaging school property: _____.
- ☐ Failure to refrain from disruptive behavior, fighting, violence of any kind, and inappropriate language.
- ☐ Non-compliant with regulations set forth by the ASP director/school administrator.

Explanation of offense/inappropriate behavior:

ASP Employee's Signature

Date: _____

AFTER SCHOOL PROGRAM (ASP) DAILY SCHEDULE

3:30 – 4:00 Snack and drink

4:00 – 4:30 Rest or homework with opportunity for tutoring*

4:30 – 5:00 Outdoor recreation, weather permitting

5:00 – 5:30 Organized games, computer activities, and/or movie

* The ASP employee will monitor homework time and offer assistance. Students in grades 1-4 may be sent to the homeroom teacher for tutoring during that teacher's scheduled day for tutorials, 3:45 – 4:15 p.m. Arrangements must be made in advance with the homeroom teacher. Tutoring generally takes place when a student's average falls below 78 or if the teacher feels re-teaching in a particular area is needed. The homeroom teacher or parent may initiate the request for tutoring.