



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. Fees are 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. The 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 — Verbal Warning

Second Offense — Verbal Warning and letter home to parents

Third Offense — Temporary suspension from ASP as determined by the 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.