

SAINT CATHERINE LABOURE CATHOLIC SCHOOL

Teaching minds. Forming hearts. Growing disciples.



Saint Catherine Labouré Before and After School Program **2023-2024**

General Information:

Saint Catherine Labouré School will be offering a Before and After School Program for the 2023-2024 school year. The before and after care programs will begin Wednesday, August 23rd

The before care program will end Friday, May 31st. The aftercare program will end Thursday, May 30, 2024.

Daily Schedule:

The before care program will be held for K-8th grades in the Technology Room Mondays through Fridays from 7:15am – 7:45am. The PreK program will be held in the PreK room from 7:45am-8:15am.

The aftercare program will be Monday-Thursday from 3:30pm-5:00pm for K-5th grade students.

Students will be called from their homerooms and will report to the Technology Room. This will occur each day of the Program (Monday–Thursday). The students will have time to work on homework, have down time, and a snack, if the parent has provided it.

Snacks:

Snacks are to be brought from home. NO snacks or drinks will be provided by Saint Catherine Labouré School. Parents, please notify staff of any allergies.

Days of Services Provided/Not Provided:

The Before and After School Programs on the days indicated above when Saint Catherine Labouré School is open and operating on a **FULL DAY** Schedule. Services are not provided on holidays, or weather related early dismissal days. In case of any unforeseen event which would prevent the Before or After School Program from operating that day, a 48 hour notice will be sent home to families when possible.

Fees and Payments:

The fee for this program will be determined each year prior to the start of school. The fee for the 2023-2024 school year will be:

Beforecare-

Daily Rate- \$7.00/child

Monthly Rate- \$90.00/child

Aftercare:

Monthly Rate- \$220/child

(monthly rate is a set rate regardless of whether the program is used 1 day or 20 days).

Before care daily payments will be charged at the end of the month and will be due within 5 business days of invoice.

Payments for the monthly program will be billed the first week of the month and must be made within 5 business days of invoice.

All charges will be invoiced through the STS system for before/aftercare charges.

Parents are asked to keep track of their account balances. No refunds of payments made will be given. A refund will be issued for families who are not returning to Saint Catherine Labouré School.

Payment is considered past due after 5 school days of the payment due date. The Before/After School Program reserves the right to charge delinquent/late payments to your STS account and/or terminate services after 15 days of nonpayment or repeated late payments for services rendered. If payments for either program are not made within 5 days of invoice, the account will incur a \$25 late fee and charges will be added to the STS automatic withdrawal.

Repeated lateness (picking up a child after closing time) will result in an additional late fee based on the amount of time the child has been waiting after 5:00pm. There will be no fee assessed for the first instance of a “late pick-up.” A parent with an instance of a second or more “late pick-up” will be assessed the following fees:

0 – 5 minutes late	\$5.00 late fee
6 minutes – 10 minutes late	\$10.00 late fee
11 minutes – 20 minutes late	\$15.00 late fee

For every additional 10 minutes late, an additional \$10.00 will be added to the late fee. The late fee is payable with the next Aftercare payment.

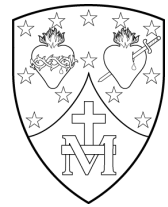
Child Pickup / Dismissal:

Dismissal from the After School Program will be no later than 5:00pm. Please enter the school via the ramp at the back Library Entrance. You will need to sign your child out each day. There is a “Parent Sign-Out Name and Time” sheet for you to record this information.

No child will be allowed to go home with any adult other than the Parent unless indicated on the Student Information Sheet. That person will be asked to provide identification upon pick-up.

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Emergency Phone:

If a parent has an **emergency** and needs to contact the teachers during the Aftercare time (3:30–5:00 pm), they can be reached at this phone number (717) 564-1760, extension 126. **This number is for emergencies only.** If you need to change the status of your child's Aftercare (for example, if they were supposed to stay for Aftercare but you need to pick them up to take to the doctor) that call should go to the school office before 2:00 pm.

Illness/Medication:

If a child becomes ill during before care hours, parents and/or emergency contacts will be called and the child must be picked up immediately. The staff of the Before School Program are NOT permitted to administer medication to a child. Children are NOT permitted to carry medication with them unless very serious circumstances warrant otherwise by the School Administration. If a child is injured, the teacher will notify the parent/emergency contact as soon as possible.

If a child becomes ill during aftercare hours, parents and/or emergency contacts will be called and the child must be picked up immediately.

The Aftercare staff are NOT permitted to administer medication to a child. Children are NOT permitted to carry medication with them unless very serious circumstances warrant otherwise by the School Administration. If a child is injured, the staff will notify the parent/emergency contact as soon as possible.

Before and After School Program Registration Information:

Parents/Guardians of all students must complete the Before/After School Program Registration Sheet and return to the school office. This form must be received by the office before a student can attend the Before/After School Program. If there are any changes to initial information given on the registration form, please inform the school office **in writing**, so changes can be made and kept up-to-date. This would include changes in telephone numbers, changes in person (s) allowed to pick-up children, changes in schedule, etc.

If you wish to notify the school that your child will be attending before or aftercare, you can email schooloffice@sclhbg.org or 717-564-1760.

RIGHT TO AMEND

*****The School Administration of St. Catherine Labouré School, in consultation with the Pastor, reserves the right to amend this handbook at any time when the circumstances warrant a change.*****