



Saint Catherine Labouré School
Before and After School Program
2026-2027

General Information:

Saint Catherine Labouré School will offer a Before- and After-School Program for the 2026-2027 school year. The After Care program will conclude Thursday, May 27 2027. The Before Care program will conclude Friday, May 28, 2027

All families must complete the Before and After Care enrollment forms. The office must receive these forms before a student can participate in the program. Current physical and immunization records must be on file in the Nurse's office. Families will be contacted if a current physical and/or immunization record is not on file. If you wish to notify the school that your child will be attending Before or After Care, please email schooloffice@sclhbg.org or call 717-564-1760.

If there are any changes to the information provided on the registration form, please inform the school office in writing so the information can be updated and kept up to date. This includes changes to telephone numbers, changes to the person(s) permitted to pick up children, and changes to the schedule.

Daily Schedule:

The Before Care program will be held for grades K-8 in the Technology Room, Monday through Friday, from 7:00 a.m. – 7:40 a.m.

The After Care program is available Monday-Thursday from 3:30 p.m. - 5:00 p.m. for K-5th grade students. Students will be called from their homerooms and will report to the Technology Room. The students will have time to work on homework, have downtime, and have a snack, if the parent has provided one.

Snacks:

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

Days of Services Provided/Not Provided:

Before and After Care is offered on days 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 the event of any unforeseen event that 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 fees for this program will be determined each year before the start of school. The fees for the 2026 - 2027 school year are:

Before Care:

Daily Rate - \$10.00/child

Monthly Rate - \$100.00/child

After Care:

Monthly Rate - \$230/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 beginning of the next month and will be due within 10 business days of the invoice date. Payments for the monthly program will be billed in the first week of the next month and must be made within 10 business days of the invoice date.

All fees for Before and After Care will be invoiced through the STS system.

Parents are asked to keep track of their account balances. No refunds will be given for payments made. 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 10 days of the invoice date, 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 5:00 p.m. 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 \$1 per minute late. The late fee is payable with the next After Care payment.

Child Pickup / Dismissal:

Dismissal from the After School Program will be no later than 5:00 p.m. 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.

Emergency Phone:

If a parent has an **emergency** and needs to contact the teachers during the After Care time (3:30 – 5:00 p.m.), please call (717) 564-1760, extension 126. **This number is for emergencies only.** If you need to change your child's After Care status (for example, if they were supposed to stay for After Care but you need to pick them up to take them to the doctor), please call the school office before 2:00 p.m.

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.

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

The Before- and After-Care staff are NOT permitted to administer medication to a child. Children are NOT permitted to carry medication unless very serious circumstances warrant it, as determined by the School Administration. If a child is injured, the staff will notify the parent/emergency contact as soon as possible.

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.**

As a licensed child care facility, SCLS Before- and After- Care Program is required by law to include the following information in this handbook:

Shaken Baby (Abusive Head Trauma) Policy

This policy is designed to prevent, recognize, respond to, and report instances of Shaken Baby Syndrome, or Abusive Head Trauma. St. Catherine Laboure Before/After School Care believes that a major function of our job as childcare providers is to keep children safe, protect their healthy development, provide quality childcare, and educate families.

This function is accomplished by having policies such as this in place and practicing them daily. According to the Mayo clinic, Shaken Baby Syndrome or Abusive Head Trauma (SBS/AHT) is “a serious brain injury resulting from forcefully shaking an infant or toddler. Shaken Baby Syndrome destroys a child’s brain cells and prevents his or her brain from getting enough oxygen. Shaken Baby Syndrome is a form of child abuse that can result in permanent brain damage or death.”[Reference: <https://www.mayoclinic.org/diseases-conditions/shaken-babysyndrome/symptoms-causes/syc-20366619>]

Procedure and Practices A. Recognizing Symptoms Children are observed for the following signs and symptoms of SBS/AHT:

- Irritability and/or high-pitched crying
- Seizures
- Bruises on upper arms, rib cage, or head (may be a result from gripping or hitting the head)
- Lack of appetite
- Vomiting
- Poor feeding/sucking
- Lack of smiling or vocalizations
- Difficulty staying awake or altered consciousness
- Difficulty breathing and/or blue color due to lack of oxygen
- Inability to lift the head or rigidity
- Inability to focus the eyes or track movement
- Unequal pupil size

Procedure and Practices B. Response If SBS/AHT is suspected, employees will:

- Immediately call 911 upon suspecting SBS/AHT and inform the preschool director
- Call the parents/guardians
- Administer CPR if the child has stopped breathing. Staff trained in pediatric CPR will begin the process until medical professionals arrive and take over.
- Reporting Instances of suspected SBS/AHT or other maltreatment of a child will be reported to the Pennsylvania Department of Children and Families’ Abuse Hotline, using the methods listed below: Calling the hotline at 1-800-422-0313

SBS/AHT Prevention Strategies to Assist Staff in Coping with a Fussing, Crying or Distraught Child:

Staff will first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If all physical needs have been met, staff will attempt one or more of the following strategies:

- Sing or talk to the child in a soothing voice
- Offer a pacifier or try to distract the child with a rattle or toy
- Turn on music
- Take the child for a ride in the stroller
- Gently rub or stroke the child’s back, chest, or stomach
- Stand up, hold the child close, and repeatedly bend knees
- Rock or walk with the child

In addition, SCLS Before/After School Care will:

- Allow for staff who feel they may lose control to have a short, but relatively immediate break from the children
- Provide support when parents/guardians are trying to calm a crying child
- Encourage parents to take calming breaks if needed
- Share information with parents concerning successful calming strategies with a particular child

The following behaviors are prohibited include (but are not limited to):

- Shaking or jerking a child
- Tossing a child into the air or into a crib, chair, or car seat
- Pushing a child into walls, doors, or furniture

The following are strategies to Assist Staff members Understand How to Care for Infants; Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development [Reference: ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf]
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families [Reference: www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups]
- The Science of Early Childhood Development, Center on the Developing Child [Reference: developingchild.harvard.edu/resources/inbrief-science-of-eed/]

For Parents:

- The American Academy of Pediatrics: www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx
- The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>
- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma: <http://nrckids.org/CFOC/Database/3.4.4.3>