

RULES AND REGULATIONS

1. All rules and regulations as stated in the St. Columba Handbook apply to the St. Columba Before and After Care Program.
2. Homework, study or reading time is mandatory for all students. A) Students must have their assignments written in planners/agendas; B) Students must have necessary equipment – pencils, pens, paper, and all textbooks to be used for assignments; C) **NO STUDENT WILL BE ALLOWED TO RETURN TO CLASSROOMS AFTER 3:15.** They must remain in their assigned areas.
3. Teachers will be assisting students with their homework from 3:10 – 4:30. Extended homework time to 5:00 must be in writing.
4. There is to be no running in the hall except during an organized and supervised game.
5. All children must sit in their seats properly.
6. There will be absolutely no playing or fooling around in the bathrooms.
7. Girls are to wear shorts under their uniform jumpers.
8. Requests for students to change into dance/sports uniforms must be in writing.
9. **BE SURE YOUR CHILD'S NAME IS ON ALL CLOTHING AND ON BOOK BAGS AND LUNCH BOXES.**
10. All students will show respectful behavior to each other and to all teachers.
11. Voices must be kept low. Screaming will not be permitted.
12. Each student will be responsible for picking up after himself/herself. This includes homework materials and games. Students must pick up game or activity they are playing with before leaving with parents.
13. A child may not get another game, etc. until the one which was used is properly put back in place.

14. Parents or person designated to pick up student, upon arrival, must personally come into the building, sign their name, record the time the child is picked up, and depart immediately.
15. Parents must provide the names of all individuals who may pick up their child. No student will be released to individuals who are not on the official registration form.
16. No student is to touch another student nor verbally abuse another student at any time. This includes no play fighting nor horseplay.
17. For minor infractions of rules, your child will be given a “sit out time”.
18. For serious infractions, parents will be called to pick up their child.



BEHAVIOR WHICH COULD LEAD TO REMOVAL FROM THE PROGRAM

1. Sexual behavior.
2. Disruptive behavior.
3. Biting, pinching, hitting, name calling, etc.
4. Damage to building and/or property.

[For the above offenses, the child will be removed at the time of the offense for one week. The child then will return on probation.]

5. Consistent rudeness, inappropriate vocal, facial and/or body language, etc. will constitute a week's suspension followed by probation.
6. After two suspensions, the child will be removed from the Program if the disruptive rude behavior continues.



*St. Columba
School*

Established in 1962

7. Any student who is continually late in being picked up will be asked to leave the Program.

Faith. Academics. Service.

**St. Columba School
Before & After
Care Program**

2016-2017

Before and After



Program

STAFF MEMBERS

Mrs. Pointer (Director), Mrs. Flores, Miss. Tynan, Mr. Johnson, Ms. O'Brien, Mrs. Patton, Miss Breeelyn Williams, Mrs. Rickling, Mrs. Scanlon, Mrs. Soriano, Miss Whelan, Miss McGlade, Ms. Castillo, and Mrs. Vickers (Bookkeeper).

PURPOSE

This Program is designed to meet the needs of working parents of students attending St. Columba School.

SCHEDULED ACTIVITIES

[These are subject to change if need arises.]

BEFORE CARE 6:45 – 8:00 A.M.

Study/read quietly, color/draw, play games, play with Lego's, etc.

DELAYED OPENING:

If school is delayed 1 hour, the Program will open at 8:00 A.M. If school is delayed 2 hours, the Program will open at 9:00 A.M.

AFTER CARE DISMISSAL – 6:00 P.M.

3:15-3:30 K-8 Snack time. Please do not send gum, candy, rich cakes, sodas, or Lunchables.

3:35-4:00 K Outside Activities
1-8 Homework

4:00-4:30 K-3 Outside Activities
4-8 Homework

4:30-5:00 Extended Homework, if needed
K-8 Inside/Outside Activities

5:00-6:00 Inside/Outside Activities

REGISTRATION

Registered students will be considered to be St. Columba students who have a completed registration packet on file which includes the following:

- Registration fee
- Registration Form
- Emergency Form (DHR/CCA 1214)
- Current Health Inventory Form (DHR/CCA 1215)
- Updated immunization form

HEALTH INVENTORY FORMS

AS REQUIRED BY LAW, CURRENT HEALTH INVENTORY FORMS MUST BE ON FILE BEFORE A CHILD CAN USE THE PROGRAM. THESE MUST BE UPDATED ANNUALLY.

FEES

Registration Fee of \$40 per family (\$25 per family prior to June 30, 2016). This fee will not be applied to any other billing. This fee is non-refundable and must be paid before the student can participate in the Program.

LATE PICKUP FEES are charged when children are not picked up from the Program by 6:00 P.M. Beginning at 6:00 there will be a charge of **\$5.00** from 6:00-6:05 and then a charge of **\$1.00 per minute** thereafter. **When school closes early on inclement weather days or after school activities are cancelled, the Program will close at 4:00 P.M. A charge of \$1.00 per minute will begin at 4:01 P.M. for late pickups.**

INSUFFICIENT CHECKS: There will be a \$30 charge for each check returned for insufficient funds. After one NSF check, parents will be required to pay by certified check or money order.

PENALTY FEE: In order to make sure that all pay their balance due in a timely manner, the following steps must be taken:

- A penalty fee of \$5.00 will be added after two weeks of no payment.
- After four weeks, the child will not be allowed to use the Program. If the child is dropped off at the Program, parents will be called to pick up child immediately. After receiving three penalty fees for late payments, parents must pay in advance and draw on the account. Any parent who cannot abide by these rules will have to remove their child(ren) from the Program for the remainder of the year.

PAYMENT OPTIONS

HOURLY RATES (will be charged if no choice is circled on the registration form)

Morning – 6:45-8:00 \$4.00 per child

After 7:30 \$2.00 per child

Any student dropped off at school before the patrols come on duty at 7:40 A.M. will be sent to the Program and charged. NO CHILD CAN STAND OUTSIDE UNSUPERVISED.

Afternoon - \$4.00 per hour per child. Rate starts at 3:00 P.M. (\$2.00 from 3:30-4:00; hourly rate thereafter) on full days.

HALF DAYS: School is dismissed at 12:10 P.M. Students not picked up by 12:30 P.M. will be taken to the After Care Program and charged. When the After Care Program is not in session, students who are not picked up by 12:30 P.M. will be charged **\$30/hour.**

WEEKLY FLAT RATES

- Before Care Only: \$15.00 per child
- After Care Only: \$40.00 per child
- Before & After Care: \$50.00 per child

The Flat Rate would include half days. No rebates for snow days or scheduled days off. The scheduled Thanksgiving, Christmas, and Easter break are the only exceptions to billing and if more than one snow day in any given week. Bills would then be calculated at the hourly rate. If you choose the Flat Rate option, you must continue with it the entire school year.

NON-REGISTERED USE Students that are not registered and use the Program on an emergency basis will be charged \$5.00 per hour. After two uses of the Program on an emergency basis, students **must** register otherwise a \$30.00 per hour rate applies

BILLING

Bills will be sent home with children each Monday unless Monday is a holiday. **Payment is due upon receipt and should be sent into school on Tuesday** in the same envelope you receive the bill with payment enclosed or in an envelope addressed to "Mrs. Vickers, B&A Program". Be sure your child's name and grade are on the envelope. **Each bill received will cover the previous week's charges. All bills must be kept current.** Any questions concerning billing should be addressed to Mrs. Vickers the Bookkeeper.

Please remember it is the parent's responsibility to ask children for the weekly bill. This includes searching book bags, lunch boxes, etc. Bills will be handed out by homeroom teachers on Monday afternoons.

NOTES regarding coaches or other parents picking up need to be addressed to Mrs. Pointer in a separate envelope. Do not include these notes with your bill payment.