



Saint John School

Morning Care/Aftercare Handbook ***2026-27***

42 Maynard Road

Old Saybrook, CT 06475

860-388-0849

Morning Care/Aftercare Handbook

Program Hours

- Morning Care: 7:00 AM – 8:20 AM
- Aftercare: Dismissal – 5:30 PM
- Early Dismissal Days: Aftercare is available from dismissal until 5:30 PM unless otherwise noted.
- School Closures/Delays: Morning Care will not operate when school is closed due to holidays, or delayed due to weather, or emergencies.
- There is no Aftercare available on the days closed due to weather or emergencies, the day before Thanksgiving Vacation, Christmas Vacation, Good Friday and on the last day of school.

Eligibility

- Available to students in Pre-K through Grade 8 who are enrolled at Saint John School.
- Students must be registered and all required forms must be submitted before participation.

Registration & Fees

- Families must complete a registration form prior to using the program.
- Fees are charged at a daily rate.
- Late pick-up fees apply after 5:30 PM
- Invoices are emailed the first and third Wednesdays of the month. Payment is due upon receipt.

Morning Care:

\$10 - First Child \$14 - Two Children \$17 - Three or more Children

Aftercare:

\$15 - First Child \$18 - Two Children \$20 - Three or more Children

- A \$15 late fee is assessed if pick-up is made after 5:30 PM.

Arrival & Dismissal Procedures

Morning Care

- Students must be buzzed into the school through the Administrative Office entrance.
- Students will remain under supervision until dismissed to teachers.

Aftercare

- Home to Office Communication (found on school website) indicating a student is staying for Aftercare needs to be submitted by Noon on full day of school and by 10:30 AM on early dismissal days.
- Students report directly to Aftercare following dismissal.
- Students not picked up by 3:10 PM (1:10 PM on Early Dismissal days) are sent to Aftercare and are assessed appropriate fees.
- Parents/guardians must sign out students at pickup. Only individuals listed on the student's authorized pickup form will be permitted to take a child home. Photo ID may be requested.
- A sign on the door of the PreK4 window indicates the location of student pick-up.
- For gymnasium pick up, park in the back parking lot and use the side doors with the awning at the corner of building.
- Students who consistently struggle with the length of an extended school day may benefit from a modified schedule. Families are encouraged to plan care arrangements that best support their child's overall wellbeing and success.
- If a child consistently demonstrates difficulty managing the length of the day due to fatigue, emotional regulation, or other developmental concerns, the school may recommend limiting or discontinuing participation in Morning Care and/or Aftercare in the child's best interest. The school will work collaboratively with families to determine the most appropriate plan to support the child's success and well-being.

Daily Schedule (Aftercare)

- Snack Time: Students should bring finger food snacks and water bottle from home.
- Homework/Study Time: Quiet environment provided for students to complete assignments. Staff are available to assist.
- Recreation/Play: Supervised indoor and outdoor activities that encourage cooperation and physical activity.

Expectations for Students

Students are expected to follow the same behavioral standards as during the school day:

- Show respect for staff, peers, and property.
- Follow directions promptly.
- Remain with the assigned group and staff at all times.
- Use indoor voices and appropriate behavior.
- Refrain from inappropriate language, physical aggression, or disruptive behavior.

Failure to comply may result in suspension or dismissal from the program.

Health & Safety

- Emergency contact and medical information must be up to date.
- Students who become ill during the program must be picked up promptly.
- Medications cannot be administered by program staff.

Communication

- Notices and updates will be shared via school email and posted on the school website.
- Parents are encouraged to communicate with staff regarding student needs or concerns.

Emergency Procedures

- In case of fire, lockdown, or other emergencies, the program follows the school's established safety protocols.
- Parents will be notified of any emergency situation as soon as possible.

Inclement Weather Policy

- If school is closed, Morning and Aftercare will also be closed.
- If school has a delayed opening, Morning Care is cancelled.
- If school closes early due to weather, Aftercare will be canceled and families must arrange for immediate pickup.

Discipline Policy

The program follows the school's Code of Conduct. Consequences for misbehavior may include:

1. Verbal reminder.
2. Parent notification.
3. Temporary suspension from the program.
4. Dismissal from the program if behavior persists.

Acknowledgement Form

Parents/guardians must sign and return the Acknowledgement of Handbook Policies form before students may participate.

Student Name: _____

Parent and Student Handbook Acknowledgement - To indicate the importance of this handbook and the policies enclosed, we ask that you sign and return the following form. This assures us that you have read and understand our policies for Morning Care/Aftercare and what Saint John School stands for. Your signature also indicates that you agree to abide by all the rules and regulations stipulated in this handbook.

Cooperation and understanding with parents/guardians is absolutely essential to insure the most effective and complete education for your child(ren). We thank you for your cooperation in this matter.

Please read this handbook on-line and complete the form below, and have your child return this page to your child's homeroom teacher by **Friday, August 28, 2026**. If you need this service on the first day of school, this form must be returned by Monday, August 26, 2026.

MORNING CARE/AFTERCARE HANDBOOK ACKNOWLEDGEMENT FORM

The foregoing 2026-27 Saint John School Morning Care/Aftercare Handbook (the "Handbook") contains policies of Saint John School, including policies with regard program hours, registration, arrival and dismissal procedures, student expectations, health and safety, communication, emergency procedures, inclement weather policy, and discipline policy. It is important that all Saint John School students and families understand these policies prior to utilizing the program. By enrolling in the Morning Care/Aftercare program Saint John School, students and families commit to abide by the policies of the school.

The policies of the school may change during the school year without notice. The Administration will notify students and families of these changes, in writing, when possible, as soon as is practical.

The family of **(print student name(s))**: _____ hereby confirms that we have read and understand the policies, procedures, practices, rules, and regulations set forth in the Morning Care/Aftercare Handbook on the school. We understand that all Saint John School students will be held accountable for their behavior and may be subject to discipline as set forth in the Handbook.

By signing this document, I acknowledge that I have read the Morning Care/Aftercare Handbook and understand that it is applicable to all Saint John School students using the program.

Failure to sign or return this form does not affect your child(ren)'s responsibility to act in accordance with the policies set forth in the Handbook.

Parent Name: _____

Signature _____

Date: _____