

**2018-2019**

**BEFORE AND AFTER CARE PROGRAM**

**HANDBOOK**

Dear Parents,

The following material is presented as an “Ongoing Handbook” for Harrisburg Catholic Elementary School’s Before and After Care Program. We have tried to include all information considered important to your child’s safety and for the basic operation of the program, but we realize some things may have to be modified or changed. As the year progresses you, too, may have some ideas, which should be included.

We welcome your suggestions, as we all work together to make this a happy and worthwhile experience for both child and family.

Sincerely,

Suzan Beshara,  
Director  
Before and After Care Program

## **HARRISBURG CATHOLIC BEFORE AND AFTER CARE PROGRAM**

Open from 7:00 a.m. to 8:00 a.m. at the Holy Family Campus and 3:00 p.m. to 5:00 p.m. each school day. The Before and After Care Program provides professional care, supervision, recreation and enrichment activities. It serves families who desire both Catholic School education and supplementary before and after school care in a Catholic environment for children enrolled at Harrisburg Catholic Elementary School's Holy Family campus, K-4<sup>th</sup> Grade.

This professionally operated program allows children to experience a rich diversity of growth activities within a Catholic environment. The activities are planned to complement the philosophy and value systems of the school and families. Arts and craft projects, games, recreation, naps (if needed), snack time and quiet time are just a few of the growth activities planned. Time is also set aside for homework!

Within a large family environment, the program strives to provide individual attention, security, consistency and fair treatment for all children.

The Before and After Care Program is staffed by an experienced director and teacher-aide(s). The staff works together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere in which respect and understanding for others is realized.

The Principal of Harrisburg Catholic Elementary School is responsible for the organization and supervision of the program.

Fees are the sole support of the Before and After Care Program. It is not subsidized by the school or any of the parishes.

*The Before/After Care Program at the Holy Family Campus is held in the Gym.*

## **IMPORTANT PARENTAL RESPONSIBILITIES**

### Emergencies/Safety

With the children's safety and well-being in mind, it is **MOST** important that the parent fill out an emergency form, and then adhere to the instructions given.

One of the most important areas of concern is the child's safety and their location at all times.

- \* Parents or guardians should not take children from the school yard or other areas without notifying the Before and After Care staff.
- \* Before and After Care staff will not permit children to leave in a taxi.
- \* Under no circumstance will a child be released to anyone who is NOT listed on the Emergency Form. For your child's safety, the release will not be granted. Please update your child's Emergency Form if necessary.

### Phone Requests/Messages

- \* In the event of an emergency you can contact the After Care staff at 608-2654.
- \* Under no circumstance will the staff of the Before and After Care Program accept phone calls requesting a child to be directed to various places after school.
- \* Under no circumstance will the Before and After Care Program staff accept a telephoned request to call a taxi cab for a child.

### Fees and "Pick-Ups"

Additional areas of parental responsibility are in the matters of prompt fee payment, and prompt pick-up in the late afternoon.

As previously mentioned, the Program is entirely financed by weekly fees, paid on the Friday of the attending week of service. Regular and prompt payment will assure the continuation of ample supplies, equipment and snacks.

A \$30.00 charge will be assessed for all returned checks (this fee may change in accordance to bank fees).

Staff members are employed until 5:00 p.m. It is common courtesy to respect the time of closure. For every minute late you will be assessed a \$1.00 fee, payable at the time of pick-up. If you believe there may be a reason unforeseen or a justifiable cause (deemed by the Director) we ask that you call immediately. Only 2 such late pick-ups will be permitted;

upon the second occurrence, you will be notified that your child will no longer be enrolled in the After Care Program and you will have to find another after care resource.

## **SPECIAL PROVISIONS AND PROCEDURES**

### Illness or Accident

- \* In cases which appear to be of a minor nature, First Aid will be administered on the premises.
- \* Medications will not be administered unless there is a written prescription from a physician detailing method, amount, and time schedule is noted and approved by the school, in advance.
- \* In cases which appear serious, the Program Director will make every effort to carry out the instructions as given on the Emergency Form. Please be assured that the staff will act according to their best judgment for the welfare of the child.
- \* Parents are expected to take sick children home. The Program does not have facilities for holding sick children.

### Homework

Each day a homework period is scheduled. It is the child's responsibility to acknowledge his/her assignment and then to use the resources available. The Program staff has no way of knowing what homework, if any, has been assigned to which students.

Children are not permitted to return to the classroom to get forgotten books, materials.

### Nutrition

Students will be provided a daily nutritious snack along with Juice or Milk. Parents of children with special diet needs must provide written notification of foods to be excluded.

### Toys from Home

It is requested that children not bring toys from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the "sharing" atmosphere encouraged in our large family atmosphere. If a personal toy becomes a problem source, it will be confiscated until the child leaves for home. If this is persistent, the toy will be confiscated until the end of the month.

## **EXPECTATIONS FOR CHILDREN'S BEHAVIOR**

As members of a Christian and caring community, the children will be expected to respect the staff, each other, the materials and the environment provided. They must never leave the building or grounds without explicit permission of the Before and After Care staff. Such permission will only be granted by order of the parent or guardian, in writing.

In order to maintain a professional atmosphere, we ask that all staff members be formally addressed as adults - that is, "Mrs. Beshara, Ms. Mahnken or Ms. Bearley" informal use of staff members' first names by students is inappropriate in the school setting.

### **Policy: What is an Extension Program?**

The Before and After Care program at Holy Family is exclusively for regularly enrolled children, K through the 4<sup>th</sup> grade.

### **Noon Dismissal/Half days:**

On days that Harrisburg Catholic has a noon dismissal/half day, Before Care is available **ONLY**. After Care at Holy Family will **NOT** be available.

### **School Delays:**

Before Care is **NOT** available on days that the school has a delay (due to weather, etc.), After Care will be available.