



*Policy Handbook
St. Thomas the Apostle
Before Care Program*

*Administrator: Mrs. Annette Pioppo
Supervisor: Ms. Donna Delfino
2020/2021*

St. Thomas Parish/School sponsors and operates a “Before-Care School Program” for children enrolled in St. Thomas the Apostle School, in grades Pre-K thru 5. Parent/Guardians of children in grades 6-8 must seek permission from Mrs. Pioppo.

The Before-Care Programs operates each school day. Registration for the program take place the first week of school. Parents/Guardians may register their child(ren) one month in advance to ensure proper space. The fees for Before-Care are:

1 Hour: \$8.00
45 minutes: \$6.00
30 minutes: \$4.00
15 minutes: \$2.00

All fees are per day rates. Consistent lateness in payment may be the cause for dismissal from the program. You may opt to pay weekly, bi-weekly or monthly. A slip with the weekly amount will be sent home each Friday of the week.

The Before-Care Program at St. Thomas the Apostle School has been established to serve the special need of working parents/guardians who desire both a parochial school education and supplementary before-care, in a Christian environment for their children who are enrolled at St. Thomas the Apostle School.

The Before-Care Program will operate each day from 6:30am to 7:30am. During inclement weather, if the school has a 2 hour delay, Before-Care will begin at 8:30am.

The Before-Care Program aims to provide care and supervision for those students who require to be dropped off before bus arrivals. The program strives to provide security, consistency and the fair treatment of all children enrolled. The Before-Care Program is staffed by a competent teacher assigned by Mrs. Annette Pioppo, Principal of St. Thomas the Apostle School. Staff members are committed to helping each child to grow in maturity and self-respect within an atmosphere wherein respect and understanding for others is realized.

Regulations:

- ♥ Students must be in grades Pre-K through Grade 5. Special permission must be given to children in grades 6-8 to attend.
- ♥ Parents/Guardians are required to fill out an Emergency Form. Any medical information must be included. It is imperative that the Emergency Forms be completed and kept current.
- ♥ No child/children having or resembling fatigue, fever, chronic cough or constant runny nose will not be allowed in Before-Care.
- ♥ All students entering Before-Care will be temperature checked.
- ♥ Drop-Ins will not be permitted due to space constraints.

Procedures regarding illness or accident:

- ♥ In cases which appear to be of a minor nature, first aid will be administered on the premises.
- ♥ In cases which appear serious, the Principal or adult staff member will make every effort to carry out the instructions on the Emergency Form.
- ♥ Parents who do not wish for their child to be treated in any way should indicate this with a written note sent to the Principal.
- ♥ Please be sure to indicate who the person(s) is/are to be contacted should your child become ill.
- ♥ If your child needs to take medication of any sort, a consultation must be had with the school nurse and the Before-Care Program supervisor. The nurse and supervisor will notify Mrs. Pioppo. A written notification (given by the school nurse) must be kept on file giving permission for administration of the medication, along with a doctor's note.

Please Note:

- ♥ In some cases, it may not be feasible for the supervisor to administer medication. There are no medical personnel on staff during the Before-Care hours.
- ♥ If you do not provide adequate emergency instruction, or if the instructions given cannot be followed at the time (i.e. the person to be notified cannot be reached), the program supervisor will act according to their best judgment for the welfare of the child.

Responsibilities of the Children:

- ♥ Each child is expected to respect the supervisor, each other, the materials and the physical environment provided.
- ♥ Should a child's behavior become disruptive, the supervisor will consult the parent(s)/guardian(s) and the Principal. Should the disruptive behavior continue, it will be a cause for dismissal from the program.



Sign and Return to Ms. Delfino

We have read the enclosed handbook which contain the procedures and regulations of the Before-Care Program. My child(dren) and I understand our responsibilities and will adhere to the procedures and regulations set forth in this handbook.

Signature of:

Parent/Guardian: _____

Student(s): _____

Grade(s): _____

Date: _____

Contractual Agreement
Grades PK – 8

I, _____, understand that my child(ren) _____ who will be attending the St. Thomas the Apostle School Before-Care Program, for the remainder of the school year, will abide by the rules and regulations set forth by the Before-Care Program.

Should my child(ren) not adhere to the rules and regulation, I understand, along with my child(ren), that they will not be allowed to return to the program.

Please indicate the days and times your child will attend:

Parent/Guardian signature:

Student(s) signature:

Please submit this entire form to Ms. Delfino