



ST. MARY'S SCHOOL OF PISCATAWAY

Before and After Care Program

Director:

Mrs. Debbie Taylor

Coordinator:

Mrs. Stephenie Ratty

Telephone Number: 240-716-8060

This program is designed to promote a safe environment
to meet the needs of the parents of students attending
St. Mary's School of Piscataway.

HOURS

Before Care: 6:45—7:45 am

After Care: 3:00—6:00 pm

Please sign up at www.pgcps.org to receive text messages or e-mail alerts regarding delayed openings or early dismissals. If school has a delayed opening, then Before Care is delayed by that same amount of time. If school closes early or if after-school activities are canceled, then After Care is closed.

SCHEDULE

Before Care:

6:45—7:45 am Reading/Puzzles/Quiet Time

After Care:

3:00—4:00 pm Snack/Bathroom

4:00—4:45 pm Outdoor Play (weather permitting)

4:45—5:45 pm Homework/Reading Time

5:45—6:00 pm Clean Up/Dismissal

On 12:00 pm dismissal days (check school calendar), we have fire drills, activities, and games.

LATE PICK UP

Beginning at 6:00 pm, there will be a late fee of \$1.00 per minute per child.

After 6:30 pm, the fees will double.

REGISTRATION

Maryland State regulations require that After Care Programs maintain Emergency information on each child. These forms must be submitted to register your child in Before and After Care.

1. A Parent's Guide to Regulated Child Care
2. Emergency Contact Form
3. Health Inventory
4. Immunization Certificate
5. Blood Lead Testing Certificate
6. Allergy Action Plan (if applicable)
7. Medication Authorization (if applicable)
8. Asthma Action Plan (if applicable)
9. Seizure Medication Administration Authorization (if applicable)

PLEASE NOTE: These forms are different than the required school forms and can be downloaded from the school website under BAC forms and MUST be turned in to the After Care Director, not the school office.

FEES & ENROLLMENT

BAC Registration	\$50
BAC Snack Fee	\$80

If you drop in more than three (3) times throughout the school year, the BAC registration and snack fee will be assessed through your TADS account.

	1 Child	2 Children	3 Children	4 Children
Full-Time Before Care (Monthly)	\$100	\$150	\$225	\$325
Full-Time After Care (Monthly)	\$250	\$350	\$450	\$550
Full-Time Before & After Care (Monthly)	\$350	\$500	\$675	\$875
Drop In (Hourly)	\$10/hr	\$15/hr	\$20/hr	\$25/hr

Drop-in rates are per hour or any fraction thereof.

The following is from the Parent/Student Handbook:

The Before and After Care Program (BAC) strives to construct an enjoyable atmosphere with varying activities including homework time, outdoor play, and indoor games. Only children enrolled in St. Mary's School of Piscataway, and registered for the BAC Program, will be allowed to participate in the program. Only students in attendance for the day can use the BAC facilities. Registration fees and yearly or hourly tuition fees are provided on the Tuition Rate Schedule available in the school office.

The BAC Program operates only on days when school is in session, normally from 6:45 am until 7:45 am and from 3:15 pm until 6:00 pm, and on Early Dismissal days from 12:15 pm until 6:00 pm. There is an additional charge for students remaining after 6:00 pm. If a student remains after 6:00 pm, they must be picked up and signed out in the Parish Hall. If students arrive before or remain after the specified school hours, they will be placed in the BAC Program and the appropriate fees will be assessed. The BAC registration fee will be waived for the first and second times use only. If a family requires the use of the program a third time, the BAC registration fee will be added to the BAC bill.

Students must be signed in and out by a parent or designated adult. Once a child is signed out, the child becomes the responsibility of the parent or designated adult.

The St. Mary's BAC Program is operated under the auspices of St. Mary's School of Piscataway, and all policies and procedures of the school apply. The BAC Program operates in accordance with the standards and regulations set forth by the Maryland State Department of Education.

In the event of a delayed opening, Before Care will have its opening delayed by the same amount of time. If a delayed opening changes to a school closing, parent must arrange for student pick up as soon as possible. In the event of an early closing due to weather or other emergency, parents are to pick up their children as soon as possible so that everyone may get home safely. When Prince George's County cancels after school activities, St. Mary's BAC Program will close immediately.

RULES & REGULATIONS

1. We follow the guidelines as stated in the St. Mary's Parent/Student Handbook.
2. Please note we can only release your child to a person listed on your Emergency Form on file with After Care. BAC forms are different than the School Office forms.
3. In case of emergency and a person not listed on the emergency form will be picking up your child, please call or send in a note to the school office before school dismissal. After 3:00 pm, please call 240-716-8060. Person picking up must present identification.
4. Parent or person designated to pick up student/s must personally come into the building, sign their name, and record the time of pick up. Person must also be age 18 or above.
5. Be sure to label all your child's belongings and put extra clothes in backpack in case of accidents.
6. Homework, study/reading time is mandatory for all students in Grades 1-8. Students must have their assignments, pencils, pens, and paper. They must remain in their assigned areas.
7. Each student is responsible for picking up after themselves before leaving the building with parent.
8. For minor incidents, your child will be given a "sit out time". The amount of time is depending on the age of the child.
9. All students must be respectful of one another and towards the staff.
10. There is zero tolerance for verbal or physical abuse from both students and parents.
11. Playground regulations will be enforced.

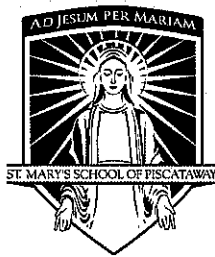
BEHAVIOR THAT IS NOT TOLERATED AND COULD LEAD TO REMOVAL FROM THE PROGRAM

1. Fighting, hitting, kicking, biting, or name calling.
2. Repeated rude or disruptive behavior.
3. Inappropriate body, vocal, or facial language.
4. Damage to building or property.
5. Any student who is continually late in being picked up.

MISCELLANEOUS

If your child is in an after-school activity/club and is not picked up at the time of dismissal of the activity, your child will be sent to After Care and appropriate fees will be assessed.

If any account becomes delinquent, your child will be denied entry into the program by the Director.



St. Mary's School of Piscataway
13407 Piscataway Road
Clinton, Maryland 20735
School Phone 301-292-2522
After Care Phone 240-441-1897

POLICIES FOR BEFORE AND AFTER CARE PROGRAM

Students enrolled in the St. Mary's School of Piscataway Before and After Care Program are expected to exhibit good self-control, reflecting strong parental values and teaching of the Catholic faith. There is zero tolerance for verbal abuse and/or physical abuse from parents as well as students. The following rules are implemented:

- ❖ In the Before and After Care program, the staff will always stress respect for authority and one another, obedience to school policies, and interest in academic achievement. We ask that you, our parents, please work together with us in these areas. Parents will be notified their child repeatedly refuses to follow these guidelines.
- ❖ In the event of continuing behavioral problems, students may be removed from the program. If removed, the parent will be responsible for full payment of their account. The decision to remove any student will be decided by the Director of the program and the School Principal.
- ❖ If school is cancelled due to inclement weather, the program is closed for that day. On delayed opening days, the program will follow the directives of Prince George's County Public Schools. Please sign up at www.PGCPS.org for email and/or text alerts.
- ❖ If school closes early due to inclement weather or another emergency, After Care is canceled.
- ❖ If after school activities are canceled due to inclement weather, After Care is canceled.

- ❖ On regular half days (please check the school calendar), After Care hours are from 12:00 pm - 6:00 pm. If a student who is not enrolled in the BAC program and is not picked up at dismissal time will be sent to After Care and fees will be assessed.
- ❖ Please keep the Director and Principal aware of any medical problems or issues related to your child's health. A written order form from a physician must accompany all medication to be administered - including over the counter drugs while attending the program. A parent is required to complete the Medication Administration Authorization Form. Please sign and date the form.
- ❖ If a student becomes ill or needs medical attention, a parent or designated person must promptly pick up the student for necessary medical care.
- ❖ A late fee of \$1.00 per minute per child will be applied for pickups after 6:00 pm. After 6:30 pm, the fee will double to \$2.00 per minute per child.
- ❖ The forms listed below are required by the Maryland State Department of Education (MSDE) Division of Early Childhood and **MUST** be completed **before** entrance into the program. These forms are separate from the required school forms. A copy of each form may be downloaded from the school website under: Parents - School Forms - Before and After Care.
 - A Parent's Guide to Regulated Child Care (for you to keep)
 - Emergency Contact Form
 - Health Inventory
 - Immunization Certificate
 - Blood Lead Testing Certificate
 - Allergy Action Plan (if applicable)
 - Medication Authorization (if applicable)
 - Asthma Action Plan (if applicable)
 - Seizure Medication Administration Authorization (if applicable)



**POLICIES FOR BEFORE AND AFTER CARE
PROGRAM
ACKNOWLEDGEMENT FORM**

- We have received, read, and understand the policies for St. Mary's Before and After Care Program. If we have a question, concern or issue pertaining to the policies of the program, we will adhere to the following line of communication: *Student/Parent-->Director-->Principal*
- We agree to abide by the policies, which may be updated on occasion and understand that any update will be communicated to us.
- We understand that any violation of the policies may result in disciplinary action, including removal from the program

Please complete, sign and return this form to the BAC Director.

Printed Student's Name/Grade Level

Printed Student's Name/Grade Level

Printed Student's Name/Grade Level

Printed Student's Name/Grade Level

Printed Student's Name/Grade Level

Printed Student's Name/Grade Level

Printed Name of Mother

Printed name of Father

Signature

Date

Signature

Date

CHECKLIST FOR BEFORE AND AFTER CARE FORMS

(For Office Use Only)

___ Emergency Contact Form

___ Health Inventory

___ Immunization Certificate

___ Blood Lead Testing Certificate

___ Allergy Action Plan (if applicable)

___ Medication Authorization (if applicable)

___ Asthma Action Plan (if applicable)

___ Seizure Medication Administration Authorization (if applicable)