

**St. Matthew Catholic School, San Antonio, Texas**  
**2017-2018 Student- Parent Handbook**

**MORNING CARE AND AFTER SCHOOL CARE**

**MORNING CARE**

The school is open daily from 6:45 a.m. to 6:00 p.m. Early Morning Care is provided, free of charge, for all children arriving from 6:45 a.m. -7:45 a.m. The children report directly to the St. Matthew School cafeteria.

**AFTER SCHOOL CARE**

The After-School Care Program operates from dismissal until 6:00 p.m. After school care will begin for Pre-K – 3<sup>rd</sup> grade students who have not been picked up at 3:25 p.m. and for students in grades 4-8 who have not been picked up by 3:40 p.m. All students will go to After School Care by 1220 p.m. There are **NO EXCEPTIONS**.

**BILLING/FEES**

The Assistant Director handles all billing for the After-School Care Program. Monthly invoices will be sent through FACTS Tuition Management Program and will be due by the 15th of the month. Families set up on Auto Pay for incidental fees in FACTS will have their payment processed on the 15th of the month. If a FACTS account is not set up for Auto Pay for incidental fees, families can pay the invoice online or by calling FACTS at 1-866-441-4637 to pay over the phone. If mailing a payment, please include the Customer Number on the check, make payable to FACTS Management Co and mail to PO Box 2597, Omaha NE 68103. We will not accept payments in the office for incidental fees. If the bill is not kept current, the parent/guardian will be asked to make other arrangements for their child(ren) outside of the St. Matthew Program. Fees for After School Care are announced prior to the start of the school year.

There is a minimum charge of one hour for any use of this program from dismissal to 4:00 p.m. Therefore, parents who do not wish to participate in After School Care should pick up their child(ren) before 3:25 (Pre-K – 3<sup>rd</sup>) and/ or 3:40 p.m. (Grades 4-8), or 12:30 (early release days), in order to avoid this minimum one hour charge.

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The remaining hours (4:15 p.m. – 6:00 p.m.) will be based on a half-hour at ½ of the hourly rate.

There is a fee assessed for students who remain in the program after the closing time of 6:00 p.m. Parents will be required to pay \$5.00/minute for any time used after 6 p.m. This fee (\$5.00/minute) is calculated with reference to the After-School Care clock. No grace period is allowed for charges after 6 p.m.

**REPORT/SIGN-IN**

Students may be picked up in their assigned classroom until 5 p.m., at which time those children remaining will be taken to the cafeteria.

**EXTRA-CURRICULAR ACTIVITIES**

Depending on the activity students are to wait in the After School Care Program until their activity begins. Students are not allowed to wait outside without adult supervision. If a student is not picked up immediately after the activity ends, he/she will be signed in to the program and fees will be charged.

**GROUPING OF STUDENTS**

Students will be grouped according to grade level (except for 7<sup>th</sup> and 8<sup>th</sup> graders). Each staff member is responsible for approximately 25 students or a fraction thereof in the following groupings:

<b>Pre-K</b>	<b>2nd</b>	<b>5<sup>th</sup></b>
<b>Kindergarten</b>	<b>3rd</b>	<b>6<sup>th</sup></b>
<b>1st</b>	<b>4th</b>	<b>7-8<sup>TH</sup></b>

**AFTER SCHOOL CARE SCHEDULE OF ACTIVITIES**

After a snack of approximately 10-15 minutes, the students are allowed outside activity/play time, weather permitting, for approx. 20 minutes. This time may be longer for Pre-K and Kinder.

Ample time is allowed for homework/study/review.

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**EMERGENCY NUMBERS/AUTHORIZED PICK-UP**

A list of all persons authorized to pick up your child/children is required; these are kept in the After-School Care closet. The Director and Assistant Director also have access to the school Nurse's office where all the Health/Emergency Cards are kept. It is extremely important that all emergency numbers remain current.

**DISCIPLINE**

The After-School Care program is an extension of the regular school day. Therefore, all the school's policies are in effect. Any infraction during this time is subject to the St. Matthew Discipline Policy. If there is a need for a Disciplinary Notice or Detention to be issued to a student for an infraction to the policy, these will be given as listed in the discipline section of this handbook.

Students will be made aware of authorized and unauthorized areas during After School Care. Any student in an unauthorized area (unless in the company of their After School Care group or with written permission) will be subject to the Discipline Policy. These areas are set for the protection of the student as well as the teacher.

**AUTHORIZED/UNAUTHORIZED AREAS**

For the protection of all concerned, the student and the parent/guardian must understand that they have an obligation to the school and to the adult supervisors to be in the authorized areas only. The student is required to sign in with their After - School Care supervisor, daily, upon the start of After School Care. Authorized areas can also be unauthorized if the student does not have permission or is not scheduled to be there at that time. If a student is involved in extracurricular activities (i.e. sports, dance, band, etc.), the supervisor must be notified. This is to assure proper documentation in case of an emergency. Upon returning from the activity, it is imperative that the student signs back in with their After-School Care supervisor.

**AUTHORIZED AREAS**

Assigned classrooms, cafeteria, designated play areas.

**UNAUTHORIZED AREAS**

Halls, restrooms, gym, baseball field or surrounding area, parking lot, Holden's Grove or the church buildings.

