



# AFTER SCHOOL PROGRAM HANDBOOK

*2018-2019*

**St. Mark Catholic School**

1201 Alma Drive    Plano, TX 75075

Phone: 972-578-0610    FAX: 972-423-3299 <http://stmcs.net>

*(Update January 2018)*

Dear Parents and Students,

***"Let the little children come to me because the kingdom of heaven belongs to people like these."  
Matthew 19:14***

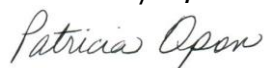
Welcome to the St. Mark Catholic School After School Program! In choosing St. Mark Catholic School for your son or daughter, you have demonstrated a commitment to the values and philosophy of a Catholic education. This same commitment is anticipated as you enter into a partnership with the St. Mark Catholic School After School Program.

Please read this document carefully and sign the attached Registration Form. This agreement states that you intend to abide by the policies of the St. Mark Catholic School After School Program. Failure to uphold this agreement may result in your child's termination from the program and/or the school.

The faculty and staff of the St. Mark After School Program look forward to working with you to promote a positive experience for your child and for you.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,



Mrs. Patricia Opon  
Principal

## **St. Mark Catholic School**

St. Mark Catholic School is a pre-Kindergarten through Grade 8 Catholic School under the Diocese of Dallas Catholic Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Mark, we are attempting to "teach as Jesus did."

### **Mission Statement**

Our mission is to educate each student in the spirit of faith, gospel values, and academic excellence according to Roman Catholic principles.

The After School Program is an extension of the academic school day and provides a safe, caring environment where respect for Christian values is evident. It involves a well-planned atmosphere without being restrictive, as well as one which is productive without being intense. The program seeks to provide for the students' needs for relaxation, recreation, and the opportunity to complete homework or required reading to succeed in their studies.

### **Nondiscriminatory Policy**

St. Mark Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

### **Enrollment**

Students enrolled in St. Mark Catholic School are the only students eligible for enrollment in the After School Program. Students must be enrolled for specific days of the week. Unscheduled drop-ins are not permitted. The program operates only on the days when school is in session. Spaces are filled on a first come basis.

*Space is not reserved for students enrolled during the previous school year.*

## Enrollment Procedures & Monthly Charges for the 2018-2019 School Year

- **Registration Fee:** A non-refundable annual fee of \$50 per family is payable at the time of registration.
- **Rate:** \$6 per hour/per child- to be billed monthly
- **Schedule:** At time of registration, parents will select the day(s) of the week their child(ren) will routinely attend. Pickup times are not required.
- **Late Pick-Up Fees:** All students are to be picked up by 6:00 PM each day, and by 3:00 PM on most early closure days (reference school calendar for specific dates). Students who are not picked up by 6:00 PM (or 3:00 PM on early closure days) will incur an additional charge of \$1.00 per minute.

There is no Financial Assistance for the After School Program. If your family experiences a change in financial situation during the school year, please speak with the Principal.

## After School Program Requirements

- Completed enrollment at St. Mark Catholic School **PRIOR** to attendance in ASP
- Registration fee of \$50 per family
- Emergency Contact information completed on the Registration Form
- Printed registration form submitted to Toni Jobes **PRIOR** to attendance in ASP.

## Payments

- Monthly attendance will be billed through RenWeb/FACTS invoice system at the end close of each month.
- Returning students must reserve their spot by submitting a new Registration Form and paying the Registration Fee. This must be completed each school year. Priority given to student registered by May 31<sup>st</sup>.
- Reference the Parent Student Handbook for non-payment and late payment fee policies.
- **Late Payment Fee:** A \$25 late fee will be assessed on ASP payments made later than 5 business days after the date it was due. Additional late fees will continue to accumulate every 5 business days until the payment, including delinquent fee(s), is paid in full.

## Withdrawal Policy

- Families must notify the school *in writing* if a student is withdrawing from the After School Program.
- Payment will be required through the month of attendance.

## Hours of Operation

The After School Program is open from 3:30 – 6:00 PM on most days that school is in session. The After School Program is closed on snow days, teacher work days, scheduled holidays and other days when the school is not open. *Please refer to the "Weekly School Bulletins" or the school calendar for any exceptions to this schedule.*

All students are to be picked up by 6:00 PM each day, and by 3:00 PM on early closure days. Students who are not picked up will incur an additional charge of \$1.00 per minute. If students have not been picked up within 30 minutes of ASP closure, the staff will call the Plano Police Department to pick up the child and transport them home. Be advised that this action may result in a parent being reported for child neglect.

## **Attendance**

- Students who are absent from school, or are sent home during the school day, are not permitted to return to school to participate in the After School Program.
- Students enrolled until 4:45 PM, and who are picked up after the 5-minute grace period, will be charged per the Late Pick Up Fee schedule.
- Changes to the attendance days are to be communicated in writing to the Business Manager, Annette Vela, and to the ASP Director, Toni Jobes.

## **Weather Emergencies**

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television channels NBC (5) and ABC (8), in addition to an email message sent to the e-mail account(s) listed on a student's file via the RenWeb system. The After School Program will also be closed if school closes due to inclement weather.

## **Schedule**

The After School Program divides students by grade level.

- Early Childhood (3K - Kindergarten)
  - Restroom Break
  - Snack Time- a snack and drink are provided
  - Story time
  - Crafts, games or dramatic play
  - Free play outside or in the gym
- Elementary and Middle School Classes
  - Snack Time- a snack and drink are provided
  - Homework/reading time
  - Crafts, games or dramatic play
  - Free play outside or in the gym

\*\*A movie is provided each Friday as an optional activity.

## **Snacks**

A peanut-free snack and drink are provided each day. If your child brings an additional snack from home, it must be peanut and caffeine free.

## **Homework Time**

Homework assistance is offered in a group setting. If your child is in need of individualized tutoring, a list of tutors may be acquired from Mrs. O'Connor in the school office. Arrangements may be made with the tutor to walk your child to ASP after their session is completed. In the event your student does not have homework, they are to have a reading book in their backpack each day to read while others are completing homework.

## **Communications**

- Emails are to be sent directly to the ASP Director, [Toni.Jobes@stmcs.net](mailto:Toni.Jobes@stmcs.net) and to [asc@stmcs.net](mailto:asc@stmcs.net).
- Students may not leave the ASP for practices or events without written permission from their parent/guardian.

- Parents are required to arrange transportation from the ASP area to after school activities/sports practices.

### **Office Records and Contact Information**

Parents/Guardians are requested to directly notify the ASP Director in writing if there is a change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts during the school year. This will guarantee that contact information is accurate, complete, and up-to-date.

### **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Director of the After School Program, in collaboration with the Principal or Assistant Principal, reserves the right to determine the appropriateness of an action if any doubt arises.

Items of a questionable nature or deemed inappropriate for school are not to be brought to the After School Program. The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of inappropriate items brought to the school. **Items taken away from students may be requested in person by the parent(s)/guardian(s).**

### **School Environment and Allergy Policy**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible, the school does not use chemicals in the After School Program that are potential triggers for children with asthma. Be advised that no school or After School Program can guarantee that a child will not come into contact with a substance that may trigger an attack.

The After School Program recognizes that an allergy is an important condition affecting many school children and positively welcomes all students with allergies to participate in the program.

All After School Program staff who come into contact with children with allergies are provided with training on allergies from the School Nurse who has had specialized training. Training is updated annually and as needed.

ASP students requiring Benadryl and/or Epi Pen are encouraged to provide additional medicines for the ASP office.

A parent or guardian may provide snack items to be kept in a separate snack box for their child with food allergies.

Tables will be washed with Clorox Wipes prior to and following any food related events held in the After School Program rooms.

In the event of a suspected allergic reaction (where there is no known allergic history), emergency medical services will be called immediately.

### **Medical Record Keeping**

Each school year, parents are asked to submit a child's medical record. From this information, the school keeps its asthma and allergy register which is available for all school staff. The After School Program staff will be informed of these students within their care. If medication changes in between times, parents are required to inform the School Nurse and the Director of the After School Program.

No medication may be dispensed during the After School Program. Students who need medication between 3:30 and 6:00 PM are to make arrangements with the School Nurse prior to coming to the After School Program.

### **Crisis Plan**

St. Mark Catholic School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. St. Mark Catholic School
2. Off Campus – across the street from the parish center if necessary

### **Emergency Drills**

State Law requires that fire drills be held during After School Programs. Students may not be checked out during a drill. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. The staff members will turn off lights and close doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a line silently;
5. Return to building when signal is given.

Tornado drills are held periodically. The After School Program door will not be opened during the drill as all staff and students will be required to follow the procedures below:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the designated safe zone in single file;
3. Sit silently, facing the wall, in duck and cover position;
4. Return to classroom when signal is given.

### **Right to Amend**

St. Mark Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via at ASP pick up and through e-mail communication.