



SAINT MICHAEL SCHOOL

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**PRESCHOOL AFTERCARE HANDBOOK
2017-2018**

Accredited by:

Western Association of Schools and Colleges

Western Catholic Education Association

GENERAL INFORMATION

St. Michael School "AfterCare" service is provided for working parents of our students who need after school supervision of their child. It is not viewed as a "babysitting" service or child care service but as an additional opportunity to develop as a whole person in a safe and caring family environment.

TIME: 2:50 pm to 5:30 pm

COST: \$250.00 per child/per month *or* \$25.00 per child/per day

Parents/Guardians: Please provide a snack/drink for your child if he/she will be staying in the AfterCare Program.

REGISTRATION

Please complete the "AfterCare Program" registration form and return to the School office to enroll your child into this program. Students will not be allowed into AfterCare Program unless the registration form is completed.

TUITION PAYMENT

Monthly tuition is paid to the School office. There are no tuition refunds or deductions for absences, holidays or vacations. The school office will send a monthly statement home with your child for any financial monies due. If your AfterCare charge is included in a monthly tuition plan it will be deducted as chosen on your automatic withdrawal form from FACTS Tuition Management. Daily tuition is charged regardless of the time student is picked up.

ABSENCES

If your child is to be absent from the AfterCare Program, please call the St. Michael School office *no later than* 12:00 PM at 808-637-7772.

WITHDRAWAL

Tuition for the monthly AfterCare program will be refunded for the withdrawals as follows:

- 75% through the 5th day of the month
- 50% through the 15th day of the month
- No refund after the 15th day of the month

LATE PICK-UP

Late pick-up fees are as follows (due at time of occurrence and will be strictly enforced):

- Regular Day: (2:50 p.m. to 5:30 p.m.)....\$20.00
- Extended Day: (after 5:31 p.m.)...additional \$10.00

REQUIRED ATTIRE

A student is required to wear the School uniform or PE uniform for the AfterCare program. Parents will be notified if there are any changes to the required attire for the day.

NOTICES AND MESSAGES

Messages will be delivered to students only in case of an emergency. Parents should call the AfterCare program after 3:00 PM at 808-637-7772, ext. 210, 211, or 212.

PICK-UP PROCEDURE

All students are to be picked up from the second parking lot off Haona Street. It is located between the Church and the Outreach building. All students need to be signed out with their respective AfterCare teacher. Pick-up places may change due to events happening in the Parish Hall.

DESIGNATED PERSON PICK-UP FORM

Only the individuals listed on this form will be allowed to pick up a student. If there is a change or add on to the original list, please advise the school office through writing. All information is to be kept current.

BUCKLEY AMENDMENT

St. Michael School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order and to update those records as necessary.

RIGHT TO AMEND

St. Michael School reserves the right to amend this handbook for just cause and parents will be given prompt notification when changes are made.

SCHOOL PROPERTY

There are certain materials for each student (desks, tables, chairs, books, etc.) that are owned by St. Michael School and are provided on a loan basis. Because of the high cost of materials/supplies, the family of the student is responsible for the care of these items. If items/materials are found damaged, the family of the child will be responsible for replacement and/or repair.

PERSONAL PROPERTY

Electronic equipment.

MP3 players, electronic games, digital cameras, etc., are to be left at home. For safety reasons, cellular phones are allowed on campus, however, cellular phones must be turned off during school hours, including AfterCare hours, and kept in their backpacks. If the above electronic items are being used during the school day and on school property, it will be confiscated and held by the principal. The school is not liable for damaged or stolen property.

Large sums of money are not to be brought to school.

Only games, toys, balls or other resources provided by the school may be used during recess. No other game balls (e.g., footballs or baseballs, etc.) may be brought to school. Students may not sell anything on campus. Gum chewing is also prohibited on campus.

All personal belongings (uniforms, mats, lunchboxes, extra clothes, etc.) MUST be clearly marked with your child's name. St. Michael School will not be responsible for the loss of a student's personal item(s).

Please do not allow your child to bring sharp or dangerous items to school. Items that depict any form of violence, including popular cartoon characters are not permitted in school. No personal toys are allowed in school unless requested by the teacher. If your child should come home with a toy from school please send it back the following morning.

HEALTH/ILLNESS/MEDICATIONS

Please let the school office know of any special health needs that your child might have, such as allergies, asthma, etc. The AfterCare staff will provide *only* minor medical needs, such as, ice packs to prevent swelling, band aids for scrapes and abrasions, and the taking of temperatures.

If a child becomes sick during the AfterCare program (99 degree or higher temperature, vomiting, diarrhea, etc...) which would cause a student to be unable to keep up with the day's activities, the parent(s) or emergency contact person will be notified and requested to pick up the child as soon as possible.

Accident Policy: Although children are under constant supervision, accidents do occur. Minor accidents are treated immediately. Each staff member is first aid certified. Parents will be notified of major accident/serious injury as soon as possible for the health and safety of the child. In these cases an accident report is filed in the school office. If parents and/or the emergency contact cannot be reached the school will have the child transported for treatment to the closest hospital emergency room. An adult will accompany and stay with the child to the emergency room until the parent/guardian assumes responsibility for the child's care.

Child Abuse Reporting: Hawaii State Law dictates that all teachers and childcare givers are required to report any suspected cases of child abuse or neglect to Child Protective Services.

DISCIPLINE INFRACTIONS/DETENTIONS

The disruptive student must leave quickly, silently, and solemnly when asked to leave the Parish Hall or classroom or be assigned to a designated area by the AfterCare teacher. If given a conduct referral slip, the student must report immediately to the office, sign in on a designated form and remain there.

While reporting to the office may seem somewhat unusual, it has proven very effective as power struggles are averted, and the student becomes aware, in a respectful manner, that his/her behavior at the moment is not acceptable. Repetitive misbehavior are dealt with immediately. Parents will be notified and removal from the AfterCare program may be necessary.

Minor Infractions would include the following: running in the hallways, parish hall, or classrooms (actions injuring to him/her and others, destroying property); pushing, teasing, hitting, using inappropriate language, chewing gum, littering, etc.

Student offenders destroying property will be expected to make amends to the school through service and/or monetary value of damages. Parents will be notified of the arrangement made by the school administration for their child(ren).

Serious Infractions are dealt with immediately on an individual basis by the principal. Parents will be notified, as suspension and dismissal may be considered for any serious violation. Some major infractions would include the following: hurtful teasing, smoking, drug use or possession, vandalism, defiance towards authority figure, hostility, stealing, tampering with fire alarms, gambling, intimidation, and possessing or using harmful and dangerous weapons.

A student who decides by his/her repeated misbehavior, including in AfterCare, that he/she does not want to be part of St. Michael School will be dismissed from the school through suspension or expulsion.

OTHER POLICIES

Other policies contained in the general Parent and Student Handbook also apply to AfterCare, such as the Code of Christian Conduct, Bullying Policy, and Wellness Policy.