

# **BEFORE AND AFTER SCHOOL COMMUNITY**



**2017-2018  
HANDBOOK**

# **ST. LAURENCE CATHOLIC SCHOOL**

**2630 Austin Parkway, Sugar Land, Texas 77479**

**281-980-0500**

**Main Campus: Ext. 5221    ECC Campus: Ext. 5246**

**FAX: 281-980-0026**

## **BEFORE AND AFTER SCHOOL COMMUNITY PROGRAM (BASC) 2017-2018**

The Before and After School Community Program Handbook is provided to inform parents and students of the procedures and policies of the St. Laurence Catholic School Before and After School Community Program. Parents are asked to carefully read all sections of the handbook and review them with their student(s). St. Laurence Catholic School Before and After School Community Program operates in accordance with the Archdiocesan Board of Education policy number 621 that reads:

“A school within the boundaries of the Archdiocese of Galveston-Houston that will be known, as a Catholic School, shall follow the regulations as set forth by the Catholic School Office.”

Catholic Schools in the Archdiocese of Galveston-Houston guarantee all students the rights, privileges, programs, and activities made available to the general student body. Catholic Schools do not discriminate on the basis of race, color, age, or national origin.

St. Laurence Catholic School also adheres to the guidelines established by the Texas Catholic Conference Education Department and maintains full accreditation status. We currently hold membership in the National Catholic Education Association.

St. Laurence Catholic School and the school principal retain the right to amend the Before and After School Community Program Handbook as needed. By no means is this handbook considered all-inclusive. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently.

The enrollment of a student(s) in St. Laurence Catholic School is considered to be an agreement on the part of the student and parents or guardians that they will comply with all school procedures, regulations, and policies including, but not limited to such procedures, regulations, and policies in this handbook. After reviewing this handbook with your student(s), sign the acknowledgment form. This form must be returned to a Before and After School Community Program staff member. Please sign one form per family.

***“Jesus said, “Let the children come to me and do not stop them,  
because the Kingdom of Heaven belongs to such as these.”***

***Matthew 19:14***

*Revised 7/25/17*

## *Mission Statement*

*The mission of the Before and After School Community Program in the Catholic Schools is to provide a safe, caring environment where respect for Christian values is evident before and after regular school hours. The well-being of the student is a priority in the Before and After School Community Program. The Before and After School Community Program seeks to provide 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. A structured format with scheduled activities responds to these student needs.*

## **PURPOSE**

St. Laurence Catholic School Before and After School Community Program provides professional care, supervision, recreation, and enrichment activities. It serves parents who require before or after school activities for their children in a Christian environment. The Before and After School Community Program is an extension of the school day and is governed by all procedures and guidelines in this document as well as the Family Handbook. **Arrangements for care must be made by the fifteenth and last day of each month (two weeks in advance).**

The Before and After School Community Program at St. Laurence is **NOT** to be confused with a drop-in service. Texas Catholic Conference Education Department regulations state that only students enrolled in the school and registered in the Before and After School Community Program are permitted. The program allows children to experience a rich diversity of growth activities that are planned to compliment the philosophy and value systems of the school and family. Enrolled children will have the opportunity to enjoy educational and physical activities along with rest and study time. A child's age and grade level will determine the appropriate activities.

## **PERSONNEL**

The Before and After School Community Program is directly supervised by the Before and After School Community Program Coordinator. Additional staff will be employed to meet the needs of the program. Since the program is an extension of the school curriculum, the school principal is responsible for the overall supervision and operation of the program through the Before and After School Community Director, Manager and Supervisor.

## **ENROLLMENT**

The Before and After School Community Program is open to all students enrolled in St. Laurence Catholic School whose parents desire a quality before and after school

program. Returning families must be **pre-registered** in the program by **May 31<sup>st</sup>** to guarantee a spot in the program. Before and After School Community Program paperwork is included in all annual registration packets and must be accompanied by a non-refundable registration fee of \$30.00 for one child or \$50.00 for two or more children. **After the May 31<sup>st</sup>** deadline, all returning families will be placed on a waiting list. A student may attend on a full-time or part-time basis and will be charged accordingly.

## **PROGRAM FEES**

Fees are the sole support of the St. Laurence Catholic School Before and After School Community Program. It is not subsidized by the school or the parish. The following fee schedule will be used for the 2017-2018 school year:

**Block A**  
**Before School**  
**6:30 AM - 7:45 AM**

**Block C**  
**After School**  
**3:15 PM - 6:30 PM**

**Block A**  
**\$7.50 per day**

**Block C**  
**\$15.00 per day**

Before and After School Community Program tuition must be prepaid on the 15th and last day of each month. Days of attendance may be added or dropped before payment is considered late, after which time schedules may not be altered. **Prepaid days of attendance are forfeited in the event of illness and/or changes in personal or school schedules.** Payments received after the 15th and last day of each month are considered late and are subject to a fee of \$25.00. Students utilizing Block C may also use Block A at no additional charge for that day.

Timely payment is the responsibility of the parent. Relying on staff, students, student folders, binders, or backpacks in grades 1 through 8 to send in payment is discouraged. Payment boxes are conveniently located at both Before and After School Community Program locations. With your payment, please remember to submit the monthly BASC calendar with requested attendance dates for your child or family clearly indicated. Failure to return this calendar with payment can result in a reservation loss on a particular day. Please make checks payable to **St. Laurence Catholic School**. Please include attendance dates at the bottom of the check and return the Before and After School Community Program calendar with days of attendance identified. A \$25.00 fee will be assessed for all returned checks.

**UNSCHEDULED ATTENDANCE** *All students in BASC must be registered. There are no unregistered drop-ins allowed. If a student attends BASC on a day when they are not scheduled, per the BASC Calendar submitted, the family will be charged an additional fee of \$10 on top of the daily rate listed above (per child). It is important that parents turn in their schedule on the BASC Calendar by the due date.*

## **PROGRAM SCHEDULE**

The program operates 180 days, which is the school calendar year. The program will be closed on school holidays, staff development full days, school conference days and on some early dismissal days. Texas Catholic Conference Education Department guidelines prohibit the operation of the program on days other than school days. The hours of operation are 6:30 a.m. until 6:30 p.m.

### **ST. LAURENCE CATHOLIC SCHOOL Early Childhood Before and After School Community Program**

<b>6:30 AM</b>	<b>7:45 AM</b>	<b>Children arrive Free play Breakfast (cereal with milk provided or breakfast brought from home) Clean Up</b>
<b>7:45 AM</b>	<b>8:00 AM</b>	<b>Dismissal to classrooms</b>
<b>3:00 PM</b>	<b>3:15 PM</b>	<b>Transition time – all BASC after school students arrive Roll Call (all on carpet while snack is being set out)</b>
<b>3:15 PM</b>	<b>3:30 PM</b>	<b>Afternoon snack (provided by BASC) Clean up Restroom</b>
<b>3:30 PM</b>	<b>5:00 PM</b>	<b>Free play (all centers* are open) Outdoor play Parish Hall (if raining) - Balls, trucks, building sets, music/movement</b>
<b>5:00 PM</b>	<b>5:15 PM</b>	<b>Snack (brought from home) Clean up Restroom</b>
	<b>5:15 PM</b>	<b>Free Play</b>
	<b>5:30 PM</b>	<b>All remaining BASC students at the ECC are walked to the Main Campus BASC for dismissal</b>
<b>5:30 PM</b>	<b>6:30 PM</b>	<b>Indoor Recreation, Games, Rest, Movies, Computers</b>

**\*CENTERS (ECC Campus): (Age Appropriate)**

**K'nex Creative Construction Play, Lego's, Library Corner, Dress up (role play), Arts & Crafts (color, gel pens, scissors, glue, color sheets), Puzzles, Play dough, Fisher Price Villages, Castles/Farm Sets, Babies**

#### **VIDEOS/DVDs**

**Disney (Winnie the Pooh, etc.) "G Rated", Dora the Explorer, Blue's Clues, The Wiggles, Magic School Bus, Veggie Tales, Odyssey, Kingsley, The Penguins, Videos from SLCS Library**

#### **CDs**

**The Wiggles, Disney**

**ST. LAURENCE CATHOLIC SCHOOL**  
**Main Campus Before and After School Community Program**

<b>3:15 PM</b>	<b>3:30 PM</b>	<b>Afternoon snack (provided), Grades 1-4</b> <b>Clean up</b> <b>Grades 1-2, BASC Room</b> <b>Grades 3-5, Dining Hall</b>
<b>3:30 PM</b>	<b>3:45 PM</b>	<b>Afternoon snack (provided), Grades 5-8</b> <b>Clean up</b> <b>Grades 6-8, Dining Hall</b>
<b>3:30 PM</b>	<b>4:15 PM</b>	<b>Study Hall*</b> <b>Grades 1, BASC Room</b> <b>Grade 2, BASC Room OR Room 114 (Art Room)</b> <b>Grades 3-5, Dining Hall</b> <b>Grades 6-8, Room 211</b>
<b>4:15 PM</b>	<b>5:30 PM</b>	<b>Outdoor Recreation/Organized Games/Arts &amp; Crafts</b>
<b>5:30 PM</b>	<b>6:30 PM</b>	<b>Snack (brought from home)</b> <b>Indoor Recreation, Games, Rest, Movies, Computers</b>

\*Study hall times vary according to the amount of homework.  
Middle School students are allowed to stay in the classroom/library upstairs for study hall until 5:30 p.m.

**BREAKFAST AND SNACK INFORMATION**

Students arriving before school hours are encouraged to have breakfast at home. However, students arriving between 6:30 a.m. and 7:30 a.m. may bring a nutritious breakfast from home or choose cereal with milk provided by the Before and After School Community Program at no extra charge. Breakfast must be completed by 7:30 a.m.

Snacks will be served immediately after the 3:15 p.m. and 3:30 p.m. dismissals from school. If preferred, students may bring their own after school snack. A second snack may be served for students who are still in attendance after 6:00 p.m.

**DRESS CODE**

Since the Before and After School Community Program is an extension of the school day, students are required to follow uniform regulations listed in the Family Handbook. Students will be allowed to change for an extra-curricular activity 15 minutes before they depart. Students returning to the Before and After School Community Program upon completion of an extra-curricular activity are expected to change back into uniform.

## **DROP OFF AND PICK UP**

**Preschool students and students in grades one through five are required to be escorted to the Before and After School Community Program room by an adult who must sign them in.** Sixth, Seventh, and Eighth grade students may be responsible for signing themselves in with prior written parental permission and the Before and After School Community Program staff approval (Appendix A). Access through the Before and After School Community Program door will be allowed after ringing of the doorbell and identification of the individual is made. All Before and After School Community Program arrivals and departures between 7:40 a.m. and 8:00 a.m. and 3:00 p.m. and 3:15 p.m. should follow appropriate carpool procedures. Students leaving at times other than the regular school dismissal time of 3:15 p.m. must be signed out by the parent, guardian, or authorized adult for pick up on the emergency sheet. Children will not be released to persons not listed unless prior authorization is given either to the school office or directly to a Before and After School Community Program staff member. **Written authorization for pick-up should NOT be deposited in the Before and After School Community Program payment box. A photo ID is required for picking up students in BASC.**

With the exception of health care appointments, students are expected to remain in the Before and After School Community Program as scheduled. **It is important that parents notify both the Before and After School Community Program and classroom teachers IN WRITING should a child's daily schedule change with regard to carpool, pick up, or an off campus appointment.**

Before and After School Community Program students are expected to leave their classroom with all necessary homework materials and personal belongings. **No student is allowed to return to his/her classroom after dismissal.**

Once a student has been signed out of the Before and After School Community Program, he/she is no longer the responsibility of the Before and After School Community Program staff and is not expected to return to the program that day. **Only children attending a school related class or function would be permitted to return to the Before and After School Community Program after they have been signed out. Children are expected to be signed out by their parents upon their arrival in the Before and After School Community Program Room.**

Students should be picked up no later than 6:30 p.m. daily from the Main Campus Before and After School Community Program room. **This includes all preschool and kindergarten Before and After School Community Program students as they will be walked to the main campus each day at 5:30 p.m. for dismissal.**

In the event that a Before and After School Community Program student is not picked up by 6:30 p.m., the following steps will be taken:

- A) The situation will be considered an “emergency” and will be referred to as such in any subsequent telephone conversations or recorded messages.
- B) Telephone calls will be placed to both parents at work and at home.
- C) If Before and After School Community Program staff is unable to reach either parent, the emergency contacts listed will be contacted under the same “emergency” status.
- D) Failure to make arrangements to have the student picked up at this juncture will necessitate a telephone call to the school principal and/or pastor advising them of the situation.
- E) The Before and After School Community Program Coordinator and any combination of the above-mentioned administrators will determine further actions.
- F) Late Pick-Up Fees of \$1 per minute is charged for late pickup of students from the Before and After School Community and is non-refundable. *Charges begin at 6:30 p.m. for Before and After School Community Program. A Late Pick Up Form will be completed at the time of pick up. Parents should send in this fee the next school day.*

**Telephone calls concerning Before and After School Community Program students will be transferred to the Before and After School Community Program room before and after school by dialing (281) 980-0500 (ext. 5221 for Main Campus and ext. 5246 for ECC Campus).** Same day changes in plans should be telephoned in directly. Failure to comply with drop off and pick up procedures may jeopardize your child’s participation in the program.

### **APPROPRIATE BEHAVIOR**

Rules for appropriate behavior are the same as for the school. Children are expected to respect staff, each other, materials, and the environment provided. Failure to do so jeopardizes the safety and well-being of others in the program. Failure of a child to maintain appropriate behavior may result in termination of services. Appropriate behavior is required at all times. Students are not permitted to use cell phones in BASC.

Each day, students are asked to make good behavioral choices, to share, and be fair in the Before and After School Community Program. The following consequences will be implemented on a daily basis for students who make inappropriate choices:

- (1) All: warning
- (2) Preschool: time out  
Elementary: loss of recess time as determined by teacher in charge  
Middle School: loss of free time as determined by teacher in charge
- (3) Preschool: note to parents  
Elementary: discipline notice sent home to parents  
Middle School: referral/refer to assistant principal
- (4) Elementary: call to parent  
Middle School: referral/refer to assistant principal or administration/call to parent



## COMMUNICATION

In the absence of a court order to the contrary, the Before and After School Community Program will release a student to his/her non-custodial parent. If there is a court order stipulating visitation rights/custody, it is the responsibility of the custodial parent to provide the Before and After School Community Program Director with an official copy of the court order and/or a copy of the custody section of the divorce decree. An official copy from the court should also be on file in the principal's office.

## STATEMENTS

Statements for tax purposes will be furnished upon request.

## TERMINATION

The services of the Before and After School Community Program for any individual child may be terminated by the Coordinator after consultation with the principal and pastor for reasons listed below. One week's written notice of cancellation will be issued

1. The abuse of the Before and After School Community Program hours resulting in continual late pick up or abuse of drop-in policy.
2. Non-payment of fees for the program.
3. Failure of the child to maintain appropriate behavior, thus jeopardizing the safety and well-being of other individuals in the program.

## HEALTH AND ACCIDENTS

An emergency information sheet for each child must be on file with the Before and After School Community Program Personnel. Emergency and health records will be obtained from the school nurse. **Please keep your child's emergency information current.** If a minor injury occurs, the Before and After School Community Program staff and/or the school nurse will administer first aid measures pertaining to the injury. If the injury is major, first aid treatment will be administered and parents will be notified. If parents cannot be reached, contacts listed on the emergency information sheet will be notified. If no contact can be located, the staff, after consultation with the Before and After School Community Program Supervisor and Student Activities Coordinator or principal, will seek the necessary medical treatment for the child until parents can be reached.

Parents will inform the principal if their child has a serious or possibly life-threatening chronic illness or condition before entry into school. Prior to the first day of school, parents will meet with the nurse, principal, and appropriate staff to develop an "Individualized Health Care Plan" that will include instructions for the observation of the illness, care and treatment, medication orders, and special instructions such as calling

EMS or parent notification.

Asthma medication can be carried and self-administered by a student if proper procedures are followed. These procedures include filling out the “Medication Permission Form and Individualized Health Care Plan for the Self-Administration of Asthma Medication by a Student.” These forms also require the prescribing physician’s signature.

Archdiocesan regulations are followed as to the administration of any medications to the student during the school day. Refer to the Family Handbook for procedures. For the protection of all students, the following guidelines have been set up and will be followed at all times. A child having one or more of the following symptoms will be sent home.

1. Fever of 100 degrees or higher
2. Vomiting
3. Diarrhea
4. Suspected contagious disease (e.g., pink eye, chicken pox, flu, etc.)
5. General malaise - feeling too ill to remain at school
6. Returning to school before completely well \*

\*Documentation of return date and time is forwarded from the school office to the Before and After School Community Program and the appropriate classroom teacher.

If your child has any of the above symptoms in the morning before coming to school, please keep your child at home. A student may not return to school until free of symptoms (e.g., elevated temperature, vomiting, and/or diarrhea) for at least 24 hours.

### **ANIMAL (PET) POLICY**

Animals are not allowed outside a car at school, this includes student arrival time to school and student dismissal time from school or extracurricular activities.

**ST. LAURENCE CATHOLIC SCHOOL  
Before and After School Community Program**

**ACKNOWLEDGMENT FORM**

I (We) have read and understand the policies of the Before and After School Community Program. We agree to abide by the policies set for the safe and successful operation of the program.

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**PARENT(S)/GUARDIAN(S) NAME(S) - PLEASE PRINT**

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**CHILD(REN)'S NAME(S)**

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**GRADE LEVEL(S)**

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**SIGNATURE OF PARENT/GUARDIAN**

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**DATE**

**PLEASE RETURN THIS FORM WITH YOUR SIGNATURE TO ANY BEFORE AND AFTER SCHOOL COMMUNITY PROGRAM STAFF MEMBER.**

**Appendix A**

**ST. LAURENCE CATHOLIC SCHOOL  
Before and After School Community Program**

**MIDDLE SCHOOL (6<sup>th</sup> – 8<sup>th</sup>)  
PERMISSION FORM**

\_\_\_\_\_ in grade \_\_\_\_\_  
**STUDENT'S NAME**

may walk unattended to the Before and After School Community Program and sign himself/herself in with my knowledge and permission.

I understand that I am responsible for my child until he/she is inside the Before and After School Community Program room.

\_\_\_\_\_ **DATE** \_\_\_\_\_  
**PARENT/GUARDIAN SIGNATURE**