

ST. MARY CATHOLIC SCHOOL

1416 Main Street, Mount Vernon, IL 62864

Phone: 618-242-5353 | Website: stmary.school



St. Mary After School Policy

GENERAL FEE INFORMATION

1. \$8.00 per child, per day
2. As parent signs child out each evening charges will be added to child's account and appear on the family portal in FACTS.
3. Time: 3:10 until 5:30 p.m. Failure to pick up children by 5:30 will result in a \$1.00 per minute, per child, fine.
4. Electronic devices are not allowed during the afterschool time while students are under the care of St. Mary School Afterschool Staff.
5. Children involved with school activities (sports, practices, scouts, etc) will be able to come to our after school program once their practices or meetings are completed. The fee remains the same.

DAILY SCHEDULE AND PROGRAM

Below is an outline of how our program works when school dismisses at 3:06 daily. When school dismisses at other times, the school calendar shows what days are early dismissal and the time of early dismissal. Please check your school calendar sent home with your child or access the school calendar on our website or call the school office if you have questions.

- 3:15 Attendance and change clothes*
- 3:30 Snack
- 3:45 Homework and Quiet Time ***
- 4:00 Outdoor play or play in gym **

Times are approximate.

*Change Clothes – children may bring a change of play clothes.

** Outdoor play – all children will go outside to play, weather permitting. Please send play clothes consistent with the weather. Special play activities and games will be available during this play period. If a child should not go outside due to illness, parents must send a note.

*** Quiet time – If a child does not have, or chooses not to do homework, he/she may select an activity from one of the following areas:

1. Game Closet – this closet contains games that the children may play in small groups.
2. Play outside (weather permitting) or in the gym.

DISCIPLINE

The after school program utilizes the same philosophy of discipline as St. Mary School. Discipline is based on respect for the child's self-esteem. Setting reasonable limits and consequences, it encourages increased self-discipline. Only constructive methods of discipline shall be used to promote good behavior. The staff will work with the child and cooperate with the parents to resolve any problems that may arise.

When inappropriate behavior occurs, the following discipline will take place:

- redirect behavior
- discuss the problem with the child to determine the causes and help the child find ways to resolve the problem
- assign special tasks and responsibilities that will help to build self-esteem

At times it may be necessary to:

- Separate the child from the group (with supervision) allowing him/her to think about the situation. The child may rejoin the group when he/she is prepared to cooperate with others.
- Give time-out from play period, free time or other group activities

If a child's behavior consistently disrupts the flow of the program, physically or emotional harms others or otherwise conflicts with the program rules and guidelines, a conference with the parents will be scheduled. In the event that the problem persists, the child may be dismissed from the program with one week's notice.

DONATIONS to this program are always welcome and can be paid through the school office or the parish office. Please mark the donations as 'after school program'. Thank you.