



St. Michael School

Fall River, Massachusetts

St. Michael School Extended Care Program

Schedule

The Before Care program runs from 6:45-7:45 AM for PreK – Grade 8. The After Care program runs from 2:30-5:15 PM for Grade PK – Grade 8 on full school days. Any changes to the schedule will be communicated by the principal.

Admission Policy

Students enrolled in PreK – Grade 8 at SMS may participate in the Extended Care Program. Students must adhere to the rules and parents must keep financial obligations up to date in order for the student to attend the program. Students may participate in the morning or afternoon sessions as needed. *Students arriving prior to 7:45 AM or not picked up by 2:30 PM will join an Extended Care class for proper supervision, and parents will be billed accordingly. Please note that students dropped off at any time between 7:30 AM and 7:45 AM will incur a 1 hour charge.*

Parents are to notify the school in-writing of their child's participation schedule barring unforeseen circumstances. Also, students who are not picked up after extracurricular activities will be sent to Extended Care and parents will be billed accordingly.

Pick Up Policy

Parents, guardians or authorized individuals should ring the doorbell for entrance through the main doors at the front of the school and proceed to the main office. Students will be released only to parents or an authorized individual. An authorized individual is someone on the student's Emergency Information Form or someone indicated in a note submitted to the school by the parent. A photo ID of the authorized individual will be requested unless well known to school personnel. Students will not be released to individuals who are not on their emergency form or do not have a note. Students must be signed out by a staff member.

Discipline

Students are expected to abide by the SMS Code of Conduct (see school handbook) while attending the Extended Care Program. They are expected to demonstrate responsible behavior that follows Christian values and focuses on respect for all adults, peers, personal and school properties. Students are required to remain in their school uniform while they are at Extended Care

Emergency Procedures

The school nurse is not available during Extended Care hours. Any minor first aid care will be provided by the Extended Care staff. If an injury requires more than minor first aid, then the

parents and/or rescue will be contacted. Emergency procedures are consistent with the emergency procedures used during the school day. Emergency contact information must be provided on the school Emergency Information Form for students attending the Extended Care Program. This information will be on file in the school office. A copy will be made available to the Extended Care Program staff.

Snacks

Please send a snack and a drink with your child for Extended Care. Please let your child know that this snack is for Extended Care. Parents should note if their child has any food allergies on the attached registration form.

Payment

The Extended Care cost is \$6.00 per hour or any part of an hour for each student.

Parents arriving after 5:15 PM will be billed at a rate of \$5.00 for every five (5) minutes late. Financial obligations must be kept up to date in order for your child to participate in the Extended Care Program. Parents or guardians will be billed bi-weekly via paper invoice for Extended Care services for the prior month. If payment is not received within 14 days, your child will not be able to attend Extended Care. Also, if you have a balance from the previous school year, your child will not be able to attend Extended Care until it is paid in full. If you prefer a weekly invoice please notify the school secretary, in the school office. Deposits for the program are accepted and parents or guardians will receive a statement detailing the declining balance.

Staff

The Extended Care Program is staffed primarily with our dedicated teachers as well as teacher aides. All staff members attend the Abuse Prevention Training Workshop required by Catholic Social Services of the Diocese of Fall River and complete a Criminal Offender Record Information (CORI) filing. The principal is the coordinator of the Extended Care Program and should be contacted with any questions or concerns.

Extended Care Procedures

Before Care 6:45-7:45 AM: Students enter through the main doors at the front of the school and proceed to the main office, a staff member will sign them in. Activities: study, read, games, etc. Students may have a light breakfast from school or bring one from home. A staff member accompanies students to the playground at 7:45AM weather permitting or to the gym indoor recess.

After Care 2:30–5:30 PM: After regular dismissal, students proceed to the Extended Care in the hall for a snack. Activities: homework, outdoor or indoor play in the gym, arts & crafts, games, and technology.

If you believe your child has been at Extended Care for a long enough period of time to have finished his/her homework and is consistently not finished, please inform the principal. It is our intention that students who are here for more than an hour will have completed most, if not all, of the required homework.