



Before and After Care Guidelines

Overview: This program is designed to supervise students before and after school who are in kindergarten through eighth grade. Due to State of Ohio regulations, preschool children cannot participate in this program

Registration: Please fill out the registration form. There is \$30 registration fee for the program per year.

Hours: The program is a pay as you use it service. It will run from 7:30 a.m. to 8:30 a.m. in the morning before school, and after school it will run from 3:30 p.m. to 5:30 p.m.

Activities: Students will be required to study or silently read for the first part of the time before starting any activities. St. Joseph School will provide puzzles, board games, art supplies, and rated G movies as activities. A small snack (which will not replace a meal) and a drink will be provided after school. The entire class may go to the gym.

Fees: The first student in a family is \$4.00 per hour which is rounded off to the nearest quarter hour. Every student after the first per family is \$3.00 per hour, also rounded off to the quarter hour (see the table for an example).

Student	Rate	Dropped Off	Picked Up	Total Time	Cost for the Day
Joe Carpenter	\$4.00/hr	3:30 p.m.	4:36 p.m.	1hr 15min	\$5.00
Jessie Carpenter	\$3.00/hr	7:49 a.m.	8:30 a.m.	45 min	\$2.25

Payment: Once a student is registered the family will receive an envelope in their Friday folder. They will indicate which days they need the before and after care. The next Friday they will receive a bill for the actual time used from the week before. Payment must be returned to school in the envelope by Monday.

(over)

Drop off and Pick up: Parents must walk their children into the Before and After Room which will be in the art room located in the school basement. Please enter through the Community Center door next to the gym on the parking lot side of the school. At the bottom of the green railing stairs to the right is a buzzer to alert the teacher. When dropping off or picking up, please sign the attendance sheet and the time the student was dropped off or picked up. Only registered adults will be allowed to pick up or drop off students, please do not send a sibling who is not an adult. They will not be allowed to leave with the student.

An extra \$4 per hour will be added to any student's account past the 5:30 closing time until they are picked up.

Staff: All staff will be registered teachers and have their CPR certification. If the class is over 20, students a second teacher will be added. To reach the teachers please call

419-893-3304 ext 342. Gym phone

419-893-3304 ext. 320. Art Room

419-893-3304 ext. 341. Community Center

Closing and Delays: The Before and After Care will follow Anthony Wayne School District and/or Maumee School District when closing or delaying due to weather. If a student is dropped off and the school closes, parents must return to the school to pick up their child. There is no before care with a two hour delay.

Discipline: The before and after care program will follow the discipline guideline in the student/parent handbook. A student who continually misbehaves will be asked to leave the program.