

## RSPS Before and After-care Program

### Philosophy

As an extension of Resurrection-St. Paul School, our program strives to maintain the same high quality standards for our children, both before and after school. We offer them a warm and loving environment where they can continue to grow, play and learn with in the teaching of the Catholic Church. We follow the same set of rules and regulations as the RSPS handbook as well as those of the State of Maryland Department of Education Office of Child Care.

### Admission

RSPS students in Pre-Kindergarten 3 through 8<sup>th</sup> grade are eligible to participate in the Before and After-care Program or Short-term Care Program. Registration is required to participate in the programs, which are licensed by the State of Maryland. Space is limited. Drop-ins are not permitted. Please see the registration form for schedules and fees.

### Before-care Program Description

Our morning program provides care for children before the regular school day from 7:00-8:45 AM. If school is closed or delayed, then Before-care is closed or delayed (i.e. Before-care will open at 9:00 AM for a two hour school delay). Please see the registration form for schedules and fees.

A parent or guardian, upon arrival, each morning must sign in all students. At 8:45 AM, all students will be released from Before-care to go directly to their classrooms. We will have a safety patrol member walk the Pre-K 4 and Kindergarten students to their classrooms.

### After-care Program Description

Our afternoon program is available from dismissal until 6:00 PM. **(See school calendar for special dates and exemptions)**. If school is closed or closes early for inclement weather, After-care will also close. Please see the registration form for schedules and fees.

Students will move to various activities that include homework time Monday through Thursday.

Children may be picked up at any time between the hours of 3:45 and 6:00 PM. Parents must enter the school through the main entrance until 4:00 PM. After 4:00 there will be an After-care staff member in the link between the school and the church to admit parents for sign out.

All students must be signed out by a parent, guardian, emergency card authorized adult, or a change in transportation slip that has been authorized from the main office before leaving After-care.

Please be prepared to show ID if asked.

Children must be picked up by 6:00 PM. A late fee will incur beginning at 6:01 PM. There will be a \$5 charge and then \$5 for each subsequent minute that a parent/guardian is late. An attempt to contact

the person listed on the RSPS emergency contact form will be made at 6:01 PM. If by 6:15 PM arrangements cannot be made for immediate pickup Social Services will be contacted as stipulated by the Maryland State Department of Child Care licensing. If a late fee has incurred, the fee may be paid at time of pick-up in the form of a check made payable to RSPS or your FACTS account will be charged. Alternative aftercare arrangements will need to be made for students who are repeatedly picked up late.

Please see the registration form for schedules and fees.

#### Short-term Care for Before and After-care Description

Short-term care is available at a daily rate. All fees and registration forms are due at the time of service. Requests for short-term care must be received at least one week prior to attendance and is subject to availability. Friday After-care and 12:30 PM dismissal days are not available for short-term after-care.

Children must be picked up by 6:00 PM. A late fee will incur beginning at 6:01 PM. There will be a \$5 charge and then \$5 for each subsequent minute that a parent/guardian is late. An attempt to contact the person listed on the RSPS emergency contact form will be made at 6:01 PM. If by 6:15 PM arrangements cannot be made for immediate pickup Social Services will be contacted as stipulated by the Maryland State Department of Child Care licensing. If a late fee has incurred, the fee may be paid at time of pick-up in the form of a check made payable to RSPS or your FACTS account will be charged. Alternative aftercare arrangements will need to be made for students who are repeatedly picked up late.

Please see the registration form for schedules and fees.

#### Availability

For information about the availability of openings in the Before or After-care Program please contact our program director via email (re: Mrs. Grue, pgrue@resstpaul.org.)

#### Billing

The Before and After-care monthly billing statements will be sent out by the RSPS Accounting Office, using FACTS. You will receive a bill reflecting your charges on, or about, the first of each month. Payments should be made directly through FACTS. You may receive an end of the year tax statement by contacting the RSPS Accounting Office via email (re: Sharon Tornatore, stornatore@resstpaul.org).

#### Snacks/Lunch

A snack is provided in After-care. Students may bring their own snack to After-care and Before-care. (Snacks are not provided to students in Before-care.) If After-care is in session on a half-day students

must bring a lunch. Kindergarten may have a rest period and should bring a blanket and optional stuffed animal.

### Changes in Transportation

All changes in transportation including After-care need to be made through the front office. The homeroom teacher and After-care staff will be notified by the administrative office of the changes.

### Clubs

If your child attends an after school club/activity please notify the staff as to the club/activity and which day they will attend. Students will check in first with the Before and After-care Program and then be released to their club/activity. After the club/activity has concluded, students will return to the Before and After-Care Program. If a parent wishes to pick up their child/children from the club/activity, please notify the Before and After-care staff.

### Illness and Medication Management

If your child becomes ill while in the program, we will notify the parents/guardians immediately. Arrangements will have to be made to pick up your child at this time.

In accordance with the RSPS Medication Policy in the RSPS Parent Student Handbook, please be advised, if your student has been diagnosed with a health concern potentially requiring the need for emergency medication (i.e., EpiPens, inhalers, diabetic supplies, seizure medication etc.) the emergency medications provided to the Health Room for your student is available only during published school hours of 9:00 AM- 3:30 PM. Therefore, a supply of the emergency medication and medication order must be provided to the Before or After-care program.

### Before and After-care Contact Information

The school office and switchboard is open between the hours of 8:00 AM and 4:00 PM Monday through Friday. If you need to contact Before and After-care between 7:00 AM to 8:00 AM or from 4:00 PM - 6:00 PM please call or text the Aftercare cell phone 410-707-0374.

