

St. Mary of the Purification Catholic School

After-School Handbook 2014-2015

Pastor:	Rev. Borgia Aubespain, S.V.D.
Principal:	Odessa J. Stanford
After Care Director:	Mrs. Mary Helen Gonzales

August14, 2014

Dear Parents,

On behalf of the After-School Staff, we would like to welcome you and your child/children to the After Care Program for the 2013-2014 school year! The After-School Program established as a service to the students and families of St. Mary of the Purification Catholic School. Our purpose is to provide an environment that is safe and conducive to good health, where students Pre-Kindergarten through Fifth Grade can assemble, work and play together. The After-School Program offers a flexible program that includes times of free play, educational games, creative arts and crafts, computer and homework. Our goal is to provide opportunities for students to be surrounded by a Christian atmosphere that fosters love, respect and appreciation for each person and for the wonders of God's creations.

All students enrolled in the After-School Program receive snacks and a brief recess for consumption and socialization with friends. Our standard operation for facilities and space are as follows:

Pre-K3	Room#126	Primary Building
Pre-K4	Room#132	Primary Building
Kindergarten	Room#132	Primary Building
1 st & 2 nd Graders	Family Room	Primary Building
3 rd , 4 th and 5 th	Library	Elementary Building

An After-School staff member will be stationed at each location to ensure the safety of the students. All entrance doors and gates to the school and playground areas will be locked and should be opened by a staff member.

Our After-School Program is an excellent way for all parents to become active in the nurturing and education of St. Mary's students. If you would like to suggest an activity, sponsor an activity, or become a volunteer, we encourage you to contact us.

The contact phone numbers for the After-School Program are (713) 522-9276 (office) and (713) 528-9406 (The Center).

Thank you again for your support in enriching our children's lives. We look forward to a safe and rewarding year!

Sincerely,

Mrs. Mary Helen Gonzales
After-School Director

Odessa J. Stanford
Principal/After-School Administrator

Mission Statement of Before/After School Programs

The mission of the Before/After School Programs 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 programs. Before/After School Programs seek to provide a well-planned atmosphere without being restrictive as well as one, which is productive without being intense. The programs seek 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.

Mission Statement of St. Mary of the Purification Catholic School

St. Mary of the Purification Catholic School promotes and nurtures the spiritual, intellectual, cultural and physical development of its students in accordance with Catholic values and collaboration with parents.

Philosophy of St. Mary of the Purification Catholic School

St. Mary of the Purification Catholic School believes in the education of the whole child. Rooted in the Catholic faith, the St. Mary of the Purification child is nurtured in intellectual, social, emotional, physical and most importantly, spiritual growth. The parents, the essential educators, work in partnership with our staff, teachers and clergy family to accomplish this goal. We hope to empower our graduates with the belief that they can successfully move forward in their faith, academics, and life.

Vision Statement of St. Mary of the Purification Catholic School

St. Mary of the Purification Catholic Schools strives to be:

- A place where students enjoy learning in a safe environment;
- A place where children are encouraged to be lifelong learners and problem solvers through the integration of technology, math, science, language arts, music, art, and physical education;
- A place where students are encouraged to perform good deeds by serving others through the gift of giving;
- A place where we encourage our children to emulate our patron saint, Mary of the Purification, in heart, mind, body, and spirit;
- A place in which cultural awareness is fostered and our children are encouraged to accept and respect one's differences in a warm, caring environment.

Program Regulations

1. After-School registration forms will be given to all families who have registered children in St. Mary's School.
2. All returned registration forms will be placed into the After-School files for information purposes only. It is imperative that all families provide the information requested.

Program

The After-School Program strives to conduct an enjoyable atmosphere with varying activities, including vigorous play, art activities, homework time and indoor games. Specialized instruction is offered in various classes according to the student's interests (extra charge). Examples include piano lessons, soccer and Spanish classes.

Fees

1. The regular and prompt payment of After-School fees will help to assure quality personnel and ample supplies, equipment and snacks.
2. The fees for After-School are payable in advance on the first school day of each month. **There will be a \$30 late charge added after the 5th working day of each month.**
3. Due to Arch-Diocesan policy, **unscheduled daily or weekly drop-ins will not be permitted**; therefore, it is recommended that all students enroll in the After-School program.
4. All students must be picked up by 6:00 p.m. Staff members are employed only until 6:00 p.m. It is only common courtesy to respect the time of closure. There will be a charge of \$3.00 per minute for any child not picked up by 6:00 p.m.

Checkout

1. The only people allowed to pick up a child are the parents, legal guardians, or those listed on the registration form. If a different person will be picking up your child, the director needs to be notified in advance and in writing. A photo ID will be required to release your child to someone the After Care staff is not familiar with.
2. Students must be signed in and out each day that they go to the After Care program.
3. Parents and guardians should not take children from the playground, the Center or other areas without notifying the After-School staff and signing the child out.
4. Once a child has been signed out of After-School, the child may not return that day.

Child Release to an Impaired Parent/Guardian

No child will be released to a parent, guardian or parent designee if the school personnel believes the person to be impaired (such as inebriated) and, therefore, unable to care for the child. Another person from the student's emergency contact list will be called.

Communication

The contact phone numbers for the After-School Program are (713) 522-9276 (office) and (713) 528-9406 (The Center).

If there is a problem concerning your child or children, or if there is something you do not understand, you are strongly urged to contact the child's After-School teacher to resolve the conflict. If the matter is not resolved, you should contact the After-School Director. If then, you are not entirely satisfied, contact the principal immediately. Continuous communication between parents and faculty will facilitate your child in acquiring a healthy, positive self-esteem.

Daily Release

All designated persons picking up children, **must be designated in writing** and a record of the same must be in the school office. Parents/authorized persons are asked to sign students out when picking them up at the end of the day.

Discipline Code

The After-School Program of St. Mary of the Purification Catholic School is dedicated to creating an environment where students feel safe, secure and happy. In addition, our goal is that each student has the maximum opportunity to choose appropriate behavior that exhibits Catholic, Christian morals, values and ethics while enhancing self-esteem and academic success.

Discipline must always be a positive learning experience rather than a negative experience. The purpose of discipline is to encourage growth in personal responsibility and self-control for each student. It should lead to a mature, moral and ethical individual who values him/herself as a child of God.

Students are expected to follow all of the explicit and implicit rules of good order and to accept the consequences for failure to do so. General After-School rules are as follows:

1. The children will be expected to respect the staff, each other, themselves, and all property at all times. (Improper language and vandalism will not be tolerated.)

2. Students must never leave the building or grounds without explicit permission from the After Care staff. Such permission will only be granted by order of the parent or guardian.
3. Students must ask for permission to go to the restroom.
4. In order to insure a safe environment, students must make sure they never run while indoors.
5. Fighting will not be tolerated in the After-School Program.

The following procedures will be followed by the After-School staff in handling discipline problems and issuing consequences:

1. Staff members will help children be comfortable, relaxed, happy and involved in play and other activities. A spirit of sharing, compromise and nonviolence will be promoted at all times.
2. Staff members will use a variety of consequences in dealing with behavior problems. These consequences may include, but are not limited to: time out, isolation, restricted play, writing assignments, revoked privileges, phone calls to parents and apologies.
3. At the discretion of the director and or/principal, a child may be temporarily and /or indefinitely suspended from attending the After Care Program if he/she is a persistent behavior problem, or if one infraction is serious enough.

Nutrition

Snacks are provided daily to the students. If your child has special dietary needs, please discuss those needs with the After-School Director.

Parent-Student After-School Handbook Acknowledgment Form

The school and/or the principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

Dear Parent and Student,

Please visit St. Mary's School website at www.stmaryshouston.net/school to view the Parent/Student After-School Handbook. It can be found under the "Parent" link. Sign, date and return this acknowledgement form to your child's teacher by **Friday, August 21, 2014**. Your signature and that of your child/children indicate that you have read this handbook. It also means that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations and policies discussed in this handbook. (Should you need a hard copy of the handbook, please indicate so below).

Thank you for your cooperation.

Mrs. Mary Helen Gonzales
After Care Director

Odessa J. Stanford
Principal/After Care Administrator

Detach and return.

_____ We have read and discussed the St. Mary of the Purification Catholic School's Handbook. We agree to follow the school procedures, regulations, and policies covered in the Handbook.

_____ We don't have Internet access and need a hard copy of the After School Handbook.

Parent's signature

Date

Student's signature

Date

Student's signature

Date

