



School Year 2017-2018

St. Michael School
Supplemental Care Program (860-599-0745)
63 Liberty St
Pawcatuck, CT 06379

St. Michael School offers a “before and after school” childcare program to help parents with the care of their children. This letter serves to explain this program to new parents. But for those of you who have been with us before, there have been some changes since last year’s registration, so please read through these pages carefully.

The morning program begins at 6:45 am and runs until 7:45 am. The afternoon program begins at the end of school session; normally at 2:05 pm. The program ends at 5:45 pm. everyday. Early dismissal time for inclement weather is usually 12:05 pm. We are open until the last child is picked up. The bus students are released from homeroom first, then the After School Program children and finally the riders. In the afternoon, the kindergarten children get released first and are taken over to the convent building by one of the staff personnel. When the children arrive, they put away coats/backpacks, and then they go to the center hall for attendance. Snack time usually is at 2:20 pm. immediately following snack the children will either go outside (weather permitting) for a recess or will stay inside before homework is started. Unless a parent has give written permission to excuse the child from doing homework at ASP the students will begin to do their homework. If they have forgotten their homework in school, they will have to do it the following day. No student will be allowed back into school after dismissal. All children will do as much of their written homework as they can. If a student needs to study for a test, they can do so. This enforces good homework habits.

We go outdoors most of the year, weather permitting, please, and send them with appropriate clothing. When we come in, everyone helps to clean up any toys or messes. If a child goes home before we go inside to clean up, we ask that they put something away before leaving; this helps at the end of the day. **Parents or the designated person picking the child up must sign the student out prior to leaving.**

If the child does a good deed unexpectedly, we acknowledge their effort and let the parents know.

bring the account up to date. **The statement for the June payment is due by the June 24. Please send all payments to the parish secretary. Any later payments may jeopardize your registration for September. We have limited space, only those accounts paid up to date will be included in the new registrations.**

Currently we do not incorporate a late fee in the rates; however, we do ask you try to be prompt when picking up your child. Kindly remember your child has been in school for a long time and they want to go home. **However, sometimes circumstances will cause you to be late on picking your child up, rest assured we will stay until your child has been picked up.**

Some students will be involved in various school activities after dismissal. Their entry time into the program will be written down when they join the program. Please note, you are not charged for the time the children are in a school activity. Your fee will be adjusted to reflect the time the student actually arrived rather than the program start time.

1. Behavior and school policies:

The goals and policies of St. Michael School apply at all times. We encourage appropriate behavior, personal growth, creativity, positive social interactions, and respect for each other as well as the parish facilities.

We have established rules for the children to follow; many of these are for their safety and/or the care of the building and equipment we use. I have enclosed a copy of the rules, please read them with your children. The established St. Michael School rules and policies apply at all times. When the children are caught disobeying the established rules, we will sit them down in time-out (1 minute for each year of age) and the child is counseled on the error of their behavior. A log of behavior/incidences are recorded and referred to Mrs. Messina. If the child does not change his/or her behavior, parents are consulted, and/or the Principal is brought into the disciplinary action. We have in the past given detention, (45 minutes by themselves in a room with homework), suspended students for misbehavior, and/or removed them from attending the program. Mrs. Messina will make any recommendations for these actions. Mrs. Messina and the child's parents are kept informed regarding behavior problems.

3 Snacks:

Snack time is a very important part of the afternoon. For this reason, **we ask each family, who signed up for this service even if only on an as needed basis, to participate in providing a snack on a rotating schedule for all the children 1 day every couple of months.** This usually means you will be responsible 2 or 3 times during the school year. Snack schedules will be available 2 weeks after enrollment has been established. Should you miss your date, you can contribute on another day. Last year there were quite a few parents who did not contribute even though their children attended; this was difficult to provide a healthy snack on those days. Another alternative is donating a store gift card for purchases of snack foods. This has worked out very well in the past.