



SAINTS AFTERCLUB

Safe and secure after school care
for working families



SAINT MARY

S C H O O L

CATHOLIC • FAMILY • CARING • RESPECT



Saints AfterClub has been established to serve working families of Saint Mary School who desire both a catholic education and after care for their children in a safe and structured environment.

The Saints AfterClub is open from 2:25 to 6:00 p.m. each full school day and from 12:00 p.m. to 6:00 p.m. on each scheduled Early Dismissal Day.

Before participating in the Saints AfterClub program, Families submit an annual Registration Form and Registration Fee. All Registration Forms, Rate Sheets and the Saint Mary Student and Family Handbook are available on our website www.stmaryes.org or in the main office of the school.

SAINTS AFTERCLUB



A team you can trust

The Saints AfterClub is staffed by the teachers and staff of Saint Mary School. The teachers and staff work together to help our children grow in maturity and self-respect, while maintaining an atmosphere wherein respect and understanding for others are realized.

- Children are divided into age-related groups with a ratio of 1 adult to every 10 children. Additional support is provided through our Community Service Program with our 7th, 8th and high school students.
- Children enjoy a nut-free snack and water, do their homework, change into play clothes and participate in indoor or outdoor recreational activities. On inclement weather days and during very cold days, we provide toys, games, puzzles and movies in the classroom.
- The Saints AfterClub follows the same security and code of ethics as set forth in Saint Mary Student and Family Handbooks. Children may not leave the Saints AfterClub unless accompanied by a qualified parent or guardian. Staff are not able to administer medicine.
- Children are expected to maintain appropriate behavior with respect for others, materials and the property of the school. If a child's behavior infringes on the rights and safety of others, the Saints AfterClub staff will consult the Administration to determine whether or not that child may remain in the program.

NOTE: If you would like your child to have something other than what we provided, then please feel free to send it in with your child. NO GUM, LOLLIPOPS, CANDY OR CANNED SODA.

SAINTS AFTERCLUB



REGISTRATION AND FEES

An annual registration form must be submitted with a \$30.00 fee. The Saints AfterClub program monthly fees, payable the first of the month pending on the days needed, are as follows:

5 days	\$430.00	2 days	\$242.00
4 days	\$348.00	1 day	\$182.00
3 days	\$288.00		

Sibling discount:

Add ½ the monthly cost for each additional child.

Occasional Participant day rate - \$40.00 per day.

Families that have not satisfied their financial obligation for prior years will not be enrolled for the current year.

If a child is placed in the Saints AfterClub program by the Administration because he/she was not picked up at the end of the school day or after school activities, the family will be billed for the applicable fees, including registration and late fee.

Your promptness is important for the success of the program. If you are late, a staff member will remain with your child. However, after 6:00 p.m. a late fee will be charged and billed as follows. This fee covers the added salary expense for staff who stay with your child after 6:00 p.m.

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SAINTS AFTERCLUB



PICK-UP

6:01 p.m. – 6:15 p.m.	\$20.00 per child
6:16 p.m. – 6:30 p.m.	\$40.00 per child

Our staff members have families who expect them to be home shortly after the close of their scheduled work day. The fees serve to discourage late pick-up, but also to help offset the cost of additional wages for the time worked after 6:00 p.m. If late pick-ups become a routine, the school administration will determine if you need to be removed from our program.

If there are any changes during the school day for the Saints AfterClub program (a change of pick-up time or another designated person will be picking up your child) please call the Program Coordinator, MaryAnn Hemhauser at (732) 671-0129, Ext. 301 or email mhemhauser@stmaryes.org.

Fees are due the first of the month, notices will be sent out the second week if payment is not received. All payments should be sent to the main office marked Saints AfterClub Program, Attention: MaryAnn Hemhauser.

EARLY DISMISSAL DAYS

On days that the school has an Early Dismissal the children at Saints AfterClub Program must bring their lunch. The cafeteria will be closed. We will take the children to the cafeteria to eat their lunch. We will provide a yearly calendar with all the dates the Early Dismissal will be as a reminder to bring lunch.

SAINTS AFTERCLUB



HOMework

There is a specified area for the children to do their homework. It is the child's responsibility to acknowledge his/her assignment; however, homework time is not mandatory, if the parent wants the child to do his/her homework, we will do our best to get it done.

On the other hand, if a parent would like their child to do their homework at home, please submit a letter in writing to the extended coordinator.

STUDENT AIDES/COMMUNITY SERVICE HOURS

The students in 7th and 8th grade at Saint Mary School and Mater Dei Prep High School Students may do their Christian service hours, helping with homework and supervising playtime on the playground. The must see the Program Coordinator to apply to work with Children.



EMERGENCIES AND CHILD SAFETY

An assigned emergency contact is part of your registration form. We must have this form on file should an emergency occur at a time when a parent or guardian is not reachable.

No one may take children from the Saints AfterClub program without notifying our program staff and signing the child out of school.

Children will not be permitted to leave the Saints AfterClub program premises at any time, with any person, without a written note signed by the parent or guardian.

ILLNESS OR ACCIDENT

In cases which appear to be of minor nature, first aid will be administered by the Saints AfterClub Staff. Medication cannot be dispensed by the Saints AfterClub Staff. If the child must have medication, arrange to give it at home. Parents are expected to make provisions for taking sick children home. Program does not have transportation available. In the event of an accident, the parent or guardian will be notified and, if necessary our local first aid will be called, and the child will be transported by them to the designated emergency room.

SAINTS AFTERCLUB



EXPECTATIONS FOR CHILDREN'S BEHAVIOR

Any student enrolled in the Saints AfterClub Program is expected to follow the code of behavior in our student handbook. All children are expected to respect the staff, each other, the materials and environment provided. They must **NEVER LEAVE THE BUILDING OR GROUNDS WITHOUT EXPLICIT PERMISSION OF THE SAINTS AFTERCLUB STAFF**. If a child's behavior infringes on the rights and safety of others, the Saints AfterClub Staff will consult the Administration to determine whether or not that child may remain in the program.



DISCIPLINE

All children enrolled in the Saints AfterClub program are expected to follow the directions of the Staff. As in the classroom, acceptable student behavior should be demonstrated at all times during the program. Disciplinary measures will be taken if any of the following persists at the program.

1. Running in the building
2. Use of profanity
3. Hitting and/or fighting
4. Chewing gum, eating candy, drinking canned soda
5. Throwing objects
6. Leaving the building or grounds without permission of an extended day Staff member
7. Defacing or destroying extended day property (tables, chairs, walls, toys Games, books, bathrooms, etc.)

Excessive reprimanding will result in written notification to the parent or guardian. It must be signed and returned to the Saints AfterClub program the following day. If the behavior of the child persists after a written notice and their behavior infringes on the rights and safety of others, the program staff will consult the administration to determine whether that child may remain in the program.

SAINTS AFTERCLUB



TOYS FROM HOME

We cannot be responsible for toys brought from home, it is the child's responsibility to make sure his or her toys are labeled and they take them home at the end of the day. We are certain the children will find our toys both entertaining and enjoyable.

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SAINTS AFTERCLUB





SAINT MARY

SCHOOL

SAINTS AFTERCLUB HOURS

School days

2:25 – 6:00 p.m.

Early dismissal days

12:00 p.m. – 6:00 p.m.

All registration forms, rate sheets and the Saint Mary School and family handbook are available on our website www.stmaryes.org or in the main office of the school.

Contact information

8 a.m. – 2:35 p.m.

Saints afterclub coordinator

(732) 671-0129 X301

538 Church Street

Middletown, NJ 07748

Phone (732) 671-0129

Fax (732) 671-2653

stmaryes.org