

KEEPERS

After School Care Program for St. Mary's Students

DEFINITION: Keepers is an after-school care program for students in grades 3 year old preschool through 6th grade whose parents prefer that their child(ren) remain at school after the school day has ended until a parent can pick him/her/them up.

PHILOSOPHY: The Keepers staff will provide quality care for students-providing individual attention, security, and consistency for all children with respect for individual differences. The care provided includes a snack, homework time with assistance available, indoor games, outdoor play, art/craft activities and computer lab activity time.

ADMISSION: The Keepers program is open to all St. MARY'S Grade School students from 2:30-5:30 on days in which school is in session.

COST: The cost per student is \$5.00 per hour. Since this program is financed by fees and not subsidized by the school or parishes, regular and prompt payment of fees by the 10th of each month will ensure your child's continued participation in the program. If fees are not paid by the 10th and no alternative arrangements have been made with the principal, students will not be permitted to continue in Keepers. A \$10 fee will be assessed for all returned checks.

TIME: Staff is employed until 5:30 PM. A fee of \$5.00 per each 15-minute period beyond 5:30 PM will be assessed for late pick-ups. Preschool 3 and 4 year olds have an extended care option from 11:00-2:30 at the rate of \$5.00 per hour.

DAILY RELEASE: All children attending Keepers MUST have an Emergency Form filled out by parents to be kept on file by the Keepers Director. Children must be Signed Out with a Keepers staff member before leaving with a parent or designated guardian. For the safety of the child and for billing purposes the initials of the person picking up the child must be placed on the Sign Out Sheet. The staff WILL NOT release children to individuals not named on the Emergency Form unless a written notice is given.

DISCIPLINE POLICY: Participants in the Keepers program are expected to abide by the same high standard of behavior that is expected of them during the school day. Respect and self discipline is expected. If a problem exists which cannot be solved with the child at the program then a parent conference will be scheduled with the principal, director, and child to solve the issue. Parents will be informed of any recurring behavior problems.

HEALTH AND SAFETY: First Aid will be given on the premises in minor cases. Medication cannot be given at Keepers without a Diocesan Medication Form on file. In cases of serious injury, the Director will make every effort to follow Emergency Form directions. If you do not wish your child to be treated for minor injuries, please indicate that on the Emergency Form and provide alternative instructions. Parents will be expected to make provisions for taking sick

children home. If adequate Emergency Form directions are not provided, the Director will act according to the best judgment for the welfare of the child.

COMMUNICATIONS: If a parent desires to meet with a Keepers staff member, an appointment should be made through the Director. The priority of the Keepers staff is to give full attention to the children in our care.

If you will be utilizing the Keepers Program this year, please complete the bottom and return it to school.

Thank you,

Loria Cavallo

Assistant Principal

St. Mary's Grade School and Notre Dame

KEEPERS

Student(s)Name(s):

_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____

Parent's Name _____

Contact phone number _____

Days and hours you will be utilizing Keepers: _____
