

# **Montini Catholic School Before and After School Program**

Parent Handbook  
2016-2017

## **Montini Families Only**

1405 N. Richmond  
McHenry, IL 60050  
815-385-5380



The Before and After School Handbook is provided to inform parents of the procedures and policies of the Montini Catholic School Before and After School Program. Parents are asked to carefully read all sections of the Handbook. Montini Catholic School and the principal retain the right to amend this Handbook as needed, as it is not considered all-inclusive. Administration and staff will exercise professional judgment and discretion to address situations as they arise, fairly and consistently.

The enrollment of a student(s) in Montini Catholic School's Before and After School Program is considered to be an agreement on the part of the student and parents or guardians that they will comply with all school procedures, regulations, and policies. After reviewing this handbook, parents must sign the acknowledgement form and return it to the school office.

***“Jesus said, “Let the children come to me and do not stop them because the Kingdom of Heaven belong to such as these.”  
Matthew 19:14***

### Mission Statement

**The mission of the Before and After School Program 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 students is a priority. This program seeks to provide a well-planned, productive atmosphere without being restrictive or inflexible. The program seeks 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 students' needs.**

### **PURPOSE**

Montini Catholic School's Before and After School Program provides professional care, supervision, recreation, and enrichment activities. It serves parents who require before or after school activities for their children in a Christian environment. This program is considered an extension of the school day and is governed by all procedures and guidelines in this document as well as the Parent Handbook.

The Before and After School Program at Montini is NOT to be confused with a drop-in service. The Diocese of Rockford states that only students enrolled in the school and registered in the Before and After School Program are permitted to attend. This program will allow students to experience a rich diversity of growth activities that are planned to compliment the philosophy and value system of our school and families.

## **PROGRAM CALENDAR**

The program is scheduled for every calendar school day except on the following:

- On early release days, there will only be Before Care.
- If school is canceled there will be no Before or After Care.
- If school is dismissed early due to an emergency or weather related situation there will be no After Care.
- There will be no Before or After Care for teacher institute days or on days with school conferences.

## **PROGRAM HOURS**

The hours of operation will be as follows:

Before School: 6:30-8:20 a.m.

After School: 3:15–6:00 p.m.

## **MONTINI CATHOLIC SCHOOL BEFORE AND AFTER SCHOOL PROGRAM SCHEDULE**

### **Kg-8<sup>th</sup> grade**

3:30 – 3:45 Attendance/Snack	4:45 – 5:00 Restroom Break
3:45 – 4:15 Playground (weather permitting)	5:00 – 5:30 Arts and Crafts
4:15 – 4:45 Homework and Activity	5:30 - 6:00 Classroom Play Period

The program is housed at the Primary Building, either the principal or the assistant principal will drive students to the middle school in the morning and to the primary building in the afternoon.

## **PERSONNEL**

The Before and After School Program is directly supervised by the Program Director. Additional staff will be employed to meet the needs of the program. Since the program is an extension of the school, the school principal is responsible for the overall supervision and operation of the program.

## **ENROLLMENT**

The Before and After School Program is open to all students enrolled in Montini Catholic School whose parents desire quality before and after school care. The Before and After School Program paperwork is included in this packet and must be accompanied by a non-refundable registration fee of \$25.00 per student.

## **PROGRAM FEES**

Fees are the sole support of the Montini Catholic School Before and After School Program. It is not subsidized by the school or the parishes. The following fee schedule will be used for the 2016-17 school year:

Enrollment Fee: \$25.00 per student.

### **Hours Scheduled and Tuition**

A.M. (6:30 – 8:20)		P.M. (3:15 – 6:00)	
\$40 per week	\$10.00 per day	\$50 per week	\$12 per day

Discount \$70 per week for both A.M. & P.M.

There will be a 5% discount for 2 students per week  
There will be a 30% discount for 3 students per week

The parent or caregiver of students attending the Before and After School Program will be required to sign their students out each day. If alternate pick-up arrangements are made, these must be given to the office in writing before the student will be allowed to leave. **When students are not picked up by 6:00 PM, there will be a charge of \$10.00 per child for each occurrence. If this occurs a total of two times in a month, a student may be removed from the program.**

## **PAYMENTS**

Tuition is due on the 1<sup>st</sup> of each month. A payment received after the 15<sup>th</sup> of each month is considered late and is subject to a late fee of \$20.00. Please make checks payable to Montini Catholic School. If a balance goes unpaid for a month, students will not be allowed back into the program until the balance is paid.

## **NUTRITION AND SNACKS**

Parents are encouraged to provide a well-balanced breakfast for students prior to arrival at the Before Care Program, or to send a nutritious sack breakfast (that does not need to be cooked or heated in any way), to the program. **The school does not provide breakfast.** In the After Care Program, the school will provide a nutritious snack shortly after they arrive. Snack time is an opportunity for the students and staff to sit and relax together and share experiences of the day. If a student tends to be especially hungry after school, or stays late, parents may wish to send an extra snack with them.

## **CLOTHING**

Parents can send an extra set of **labeled** clothing with students, as they will be allowed the opportunity to change out of their uniforms. The clothing sent, as well as their uniforms, must be **labeled**. Small children often do not recognize their own clothing (uniforms complicate this even further). Students should wear comfortable “play” clothing that is easy to put on and take off. Rubber soled shoes are also another useful item. When students go outdoors it is necessary for them to have an appropriate jacket and hat.

## **ARRIVAL AND DEPARTURE**

There are NO exceptions to the sign-in/out procedures. They are as follows:

1. All students must be signed-in to the Before Care Program and signed out of the After Care Program by their parent or other authorized adult.
2. Students may not sign themselves in or out of the program.
3. Students may not be signed-in or out of the program by individuals who are not on the authorized pick-up and drop-off form. Anyone picking up a student who is unfamiliar to a staff member must show identification before the student can be released.
4. If the need arises for someone else to pick-up or drop-off a student, other than the individuals on the authorized Pick-up and Drop-off Form, parents will need to notify the school office in writing with a signed note, or, in **an emergency situation**, with a phone call.
5. If a student is not properly signed-in, parents will be contacted and the student will not be allowed to participate until the situation is corrected. If a student is not properly signed-out, they will be reported to the police as lost or missing and the parents will be notified.
6. No staff member is authorized to accept a student into the school before our operating hour, which is 6:30 AM.

**These procedures are for the safety of the students, and the staff must be informed of any changes, please.**

## **APPROPRIATE BEHAVIOR**

Rules for appropriate behavior at Montini Catholic School are extended to the Montini Before and After School Care Programs. Students are expected to respect the staff, each other, materials, and the environment provided. Failure to do so jeopardizes the safety and well being of others in the program. Failure of a student to maintain appropriate behavior may result in termination of services. Appropriate behavior is required at all times.

Each day, students are asked to make good behavioral choices, to share, and to be fair in this extended school day. The following disciplinary process will be applied regularly to any students who makes inappropriate choices:

- Warnings; redirection if possible
- Time out; counseling session with the Program Director
- Phone call to parents and/or conference with parents, Program Director and student
- Probation, suspension or expulsion from the program depending on the incident or situation severity

## **COMMUNICATION**

In the absence of a court order to the contrary, the Before and After School Program will release a student to his/her non-custodial parent. If there is a court order stipulating visitation rights/custody, it is the responsibility of the custodial parent to provide the Program Director with an official copy of the court order and/or a copy of the custody section of the divorce decree. An official copy from the court should also be on file in the principal's office.

## **STATEMENTS**

Statements for tax purposes will be furnished upon request.

## **TERMINATION OF CONTRACT**

The school reserves the right to remove a student from the Program in situations where parents do not adhere to the Before and After Care Program policies.

These include but are not limited to:

- Behavior issues
- Delinquent payment of fees
- Recurring late pick-ups
- Failure to provide or update medical emergency contact information

A family may be given two weeks notice in order to allow them time to find alternate care in some situations; however, if the cause for expulsion is serious, immediate expulsion may result.

It is the responsibility of the parent to inform the Program Director and Montini's Principal, in writing, of a student's withdrawal from the program. Therefore, if notification is not made, parents will still be responsible for payment.

## **HEALTH**

A student who has one or more of the following symptoms will be sent home:

- 1. Fever of 100 degrees or higher**
- 2. Vomiting**
- 3. Diarrhea**
- 4. Suspected contagious disease (e.g., pink eye, chicken pox, flu, etc.)**
- 5. General malaise (feeling too ill to remain at school)**
- 6. Returned to school before completely well**

If a student has any of the above symptoms in the morning before coming to school, the student must be kept at home. A student may not return to school until free of symptoms (e.g., elevated temperature, vomiting, and/or diarrhea) for 24 hours. Any student who attends the program will be considered well enough to participate in all outdoor activities. A written doctor's excuse will be needed if any exception is to be made.

**MONTINI CATHOLIC SCHOOL**  
**ACKNOWLEDGMENT FORM**  
**BEFORE AND AFTER SCHOOL PROGRAM**

I (We) have read and understand the policies of the Before and After School Program. We agree to abide by the policies set for the safe and successful operation of the program.

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**PARENT(S)/GUARDIAN(S) NAME(S) – PLEASE PRINT**

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**STUDENT'S NAME(S)**

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**GRADE LEVEL(S)**

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**SIGNATURE OF PARENT/GUARDIAN**

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**DATE**

**PLEASE RETURN THIS FORM WITH YOUR SIGNATURE TO THE SCHOOL OFFICE.**

**MONTINI CATHOLIC SCHOOL**  
**BEFORE AND AFTER SCHOOL PROGRAM**  
**REGISTRATION FORM**

Date: \_\_\_\_\_

**\*\*Please Print\*\***

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Family Email: \_\_\_\_\_

Grade(s) entering: \_\_\_\_\_

**(Please Circle Days Needed)**

**Times and Days Enrolled 6:30 a.m. – 8:15 a.m. M T W R F**  
**\$40 per week \$10 per day**

**3:15 p.m. – 6:00 p.m. M T W R F**  
**\$50 per week \$12 per day**

**Employer Information:**

Mother's Employer: \_\_\_\_\_

Work Phone: (    ) \_\_\_\_\_ Cell: (    ) \_\_\_\_\_

Father's Employer: \_\_\_\_\_

Work Phone: (    ) \_\_\_\_\_ Cell: (    ) \_\_\_\_\_

List person(s) authorized to pick-up the student(s). Include non-custodial parents, siblings (not grade school), grandparents, friends, etc.

\_\_\_\_\_  
\_\_\_\_\_

Person(s) to be called in case of emergency if parents CANNOT be reached

\_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

**MONTINI BEFORE & AFTER SCHOOL PROGRAM  
HEALTH HISTORY AND EMERGENCY CARE PLAN**

Name of Student: \_\_\_\_\_

1. Food allergies – Specify food(s)

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2. Non-Food allergies & Health Conditions – Specify

- Asthma
  - Bee Stings
  - Diabetes
  - Emotional/behavior disorder including ADD or ADHD
  - Epilepsy/seizure disorder
  - Gastrointestinal or feeding concerns including special diet and supplements
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3. Other condition(s) requiring special care – Specify.

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4. Triggers that may cause problems – Specify.

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5. Signs or symptoms to watch for – Specify.

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If daily medication is needed, parents will be required to fill out a  
**MEDICAL RELEASE FORM .**

In case of accident or serious illness, I request that the program contact me. If you are unable to reach me, I hereby authorize the program to call the physician indicated below and follow his/her instructions. If it is impossible to contact this physician, the program may make whatever arrangements deemed necessary.

**PHYSICIAN** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**SIGNATURE – Parent or Guardian**

\_\_\_\_\_ **Date** \_\_\_\_\_