

# WELCOME TO “ANGELS AT PLAY”

## PHILOSOPHY

We accept each child as a child of God recognizing that each is capable of growing in his/her own unique way. We strive to provide an atmosphere of love and trust in which each child is free to grow spiritually, intellectually, emotionally, physically and socially.

## OVERVIEW

The St. Clement Mary Hofbauer After School Program is designed for students ages 5-13 (grades K-8). Our purpose for this program is:

- ◆ To create an atmosphere where Christian values are instilled,
- ◆ To provide services to our school children whose parents desire a safe and secure after school environment,
- ◆ To instill Christian values through role modeling and meaningful interaction.

The After School Program will be staffed by devoted and committed individuals affiliated with the school. These staff members will work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding for others is realized.

This program will operate on the days that St. Clement Mary Hofbauer School is in session. If there is an early dismissal due to heat or snow, the After School Program will be in operation for 1 hour after the early dismissal time. For example, if dismissal is at 1:00PM, After Care will be in operation only until 2:00PM. Parents will be notified if this schedule changes for any reason. The program follows the directives of Baltimore County for delays, closings, and early dismissals of any kind.

## REGULATION

The Child Care Administration of Maryland licenses the After School Program. An inspection is made annually to make certain the facility is in accordance with state regulations and standards.

## STAFF

All staff members will be certified in CPR and First Aid, have criminal background investigations before being hired, as mandated by the State of Maryland and comply with STAND requirements, as mandated by the Archdiocese of Baltimore.

## MONTHLY FEES

### Payable from September to May

|                                 |             |          |
|---------------------------------|-------------|----------|
| Non Refundable Registration Fee | Per Family  | \$60.00  |
| Monthly Fee                     | 1 child     | \$165.00 |
| Monthly Fee                     | 2 children  | \$300.00 |
| Monthly Fee                     | 3+ children | \$445.00 |
| Emergency Plan                  | Per Family  | \$60.00  |

Payments are due on the 5<sup>th</sup> of the month, beginning in September. There will be a \$10.00 late fee charged to accounts when payments are made after the 12<sup>th</sup>. Returned checks will follow the procedures as set forth in the Student/Parent Handbook.

Monthly fees will be prorated for students who attend less than 5 days per week. For example, 1 day = 20% of the total cost, 2 days = 40% of the total cost...

## EMERGENCY PLAN

Any parent may purchase a \$60.00 **Emergency Plan** which entitles your child(ren) to use the After School Program on an emergency basis for a total of 5 days throughout the entire school year. Those who wish to be in the **Emergency Plan** must register, complete all forms, and pay in full prior to use of the plan.

## HOURS OF OPERATION

|                   |                    |
|-------------------|--------------------|
| Regular Dismissal | 2:30 PM – 6:00 PM  |
| Early Dismissal   | 11:30 AM – 6:00 PM |

## PICK-UP/LATE PICK-UP

It is required that a parent or designated person sign-out the child(ren) from the After School Program.

Parents picking up their child(ren) after the 6:00PM closing time will be charged a \$5.00 late fee for the first 5 minutes and \$1.00 for every minute thereafter from closing time. Please make every effort to arrive on time, as staff is not employed after this time. Continual late pick-ups will result in a child(ren)'s dismissal from the program.

## DAILY SCHEDULE (subject to change)

|                   |                                      |
|-------------------|--------------------------------------|
| 2:30 PM – 3:00 PM | Snack Time                           |
| 3:00 PM – 3:30 PM | Outside Play<br>(weather permitting) |
| 3:30 PM – 4:45 PM | Homework Time<br>Quiet Play          |
| 4:45 PM – 6:00 PM | Gross/Fine Motor<br>Skills/Free Play |

## **MEALS/SNACKS**

A drink and snack will be offered to those students who attend the After School Program.

Parents are required to provide their child(ren) with a bag lunch on those half-day sessions that the After School Program will be provided. A schedule of this information will be provided in August.

## **CLOTHING**

Students who attend the After School Program may bring a change of clothes. They must be suitable for the time of year and follow school guidelines for Dress Down Days. A bag should be provided for each child to put his/her change of clothes. All belongings must be labeled. Staff is not responsible for lost articles.

## **EXPECTATIONS**

The children are expected to obey all rules set down by the Administrator, Director and Aides. They must be respectful at all times to all staff members, each other and the environment provided.

Children will not be permitted to remain in the program if they are disruptive or exhibiting aggressive behavior towards other children.

The same behavior that is expected in school is also expected in the After School Program. The Discipline Policy as stated in the Student/Parent Handbook applies to the After School Program.

## **REGISTRATION**

Registration will take place in May for the following school year. All applications are due two weeks from the date selected.

Required forms mandated by licensing regulations must be completed and returned promptly before the child(ren) will be permitted to participate in the program. These forms will be sent to the parents after the registration form and fee is received in the school office.

Thank you for your interest  
in the After School Program:  
***Angels At Play.***

We look forward to working  
with you and your child(ren).

**WELCOME**  
to . . .

**“ANGELS AT PLAY”**

*St. Clement Mary Hofbauer  
After School Program*

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