2019-2020 AFTER SCHOOL HANDBOOK

We encourage all families to read handbook and sign waivers

Dear Parents,

Welcome to the 2019-2020 After School Program!
The After School Phone number is 203-767-2177.
It is for *emergencies only*. It is also the number you will be called from in case of emergency. Please program it into your cell phone. After 2:10 p.m. if your child's after school pick-up situation changes please call. Any other inquiries regarding the after school program may be addressed with the main office. **The after school phone is only on between the hours of 2:10 p.m. and 6 p.m.**

Please be advised that in the event you pick your child(ren) up after 6:00p.m. you will be charged an additional $15 per child for every additional 5 minutes.

Please pack your child an extra snack when attending after school. It is sometimes helpful to label that snack or put it in a separate bag from their lunch and snack during the day, that way they know not to eat it. Please remember St. Mark is a NUT FREE School. All packaging will be checked before your child can eat the snack if it is something we are unfamiliar with.

At the After School program, we realize that it can be a long day for the students. Therefore, we try and break up the day (as well as give those involved in clubs and activities time to come back to ASP) by playing a game or going outside for the first hour of the day. Your child will be given ample time (please refer to the school handbook) to finish their homework and is encouraged to finish all of it before returning to activities. The After School Program however, *does not complete any homework that is assigned to be done with a parent*. Please check to make sure that they do not have this kind of homework. An allotted time of 1 hour and 15 minutes will be given for homework. During that time the staff will check, correct and help with homework. If homework is not finished in this time frame it will be up the students to finish on their own. Please check with your child daily to ensure their homework is complete and has been checked.

If your child is in the after school program for more than 15 minutes (i.e. if you are late picking up from school, clubs, practice, etc.) you will be charged for the day. The current rate is $20.00 a day.

A note must be addressed to ASP and sent to the main office if someone different is picking up or if your child is going home from school a different way. Please do not rely on your child to tell us.

You may pick up your child daily in either: the library, the gym, field, playground, or in the church hall. If the weather is nice, we will try to be outside as much as possible. You may pack them a change of clothes or shoes. The after school staff is however, not responsible for lost articles of clothing.

In the event of bad weather ASP will be closing early. You will receive a phone call from a staff member if we plan to close before 6:00p.m. As winter nears, please keep someone in mind that will be able to pick up your child in the event that you are not able early. The After School Program follows Stratford public schools; therefore, if there are no P.M. activities for Stratford Public Schools, there will be no After School that day as well.

As of right now, we are allowing the children to play with their electronic device/cell phones during designated times in after school. However, the after school staff is NOT responsible for any lost, broken, or misplaced items that go along with it. If we do not have a signed waiver they may not use it at all until we receive a waiver. We encourage the children to not share them with others to prevent any of this. However, accidents do happen. Please make your child fully aware of this. If the nature of playing gets to be too much I will ask that they please leave the electronic device at home. Please review with your child appropriate games to play on them.

Please Review Waivers and Rules, and sign and return.

Updated 10/2019

A Note from Ms. Sarah…

Dear Parents,

I wanted to take a moment to introduce myself, my name is Sarah Carrano. Many of you will remember me as I have a long history with St. Mark School and I am happy to be back as the After School Program Director.

I am a lifelong Stratford resident and have attended Southern Connecticut State University and Central Connecticut State University graduating with a Bachelor Degree in Graphic Design and Teaching certification.

I was the Director of the After School Program from 2011-2016. I developed and Co-Directed the St. Mark School Summer Camp in the summers of 2014 and 2015. I was the St. Mark building Substitute Teacher from 2011-2015, and St. Mark Art Teacher from 2013-2018.

My family and I have been a part of the St. Mark Community for many years as my younger brother and sister both graduated from Saint Mark School.

After a short hiatus, I am excited to be "home" at the Saint Mark School's After School Program! I look forward to getting to know everyone, and already look forward to seeing your children each day!

Thank You,

Sarah Carrano

Updated 10/2019

Rules for After School

Dear Parents,

The rules for After School have already been reviewed with your child. The consequences DO NOT carry over day to day. Everyday a child gets a fresh start. Please review the rules and consequences them again with your child and sign and return. Thank you.

The After School Staff

Rules:

1. Follow all Directions the first time
2. Be Respectful of others, supplies and equipment
3. Keep hands, feet and all body parts to yourselves
4. Use appropriate language & manners
5. Clean up after yourself (snack & toys) * you must be checked by an adult before leaving your space. This includes at snack and at pickup*
6. Share
7. No running or yelling
8. No one should go anywhere without telling an adult
9. Listen to instructions
10. Tell the truth
11. Cell phone and electronic devices may be used after homework is complete and may not be used outside or during play or homework time.
12. Grades prek-1 must be accompanied by an adult or staff member when using the bathroom or leaving the immediate proximity of ASP
13. Always ask before going to the bathroom, getting a drink, etc.
14. Never give up
15. Work as a team
16. Have FUN!

Consequences:

1. Verbal Warning
2. Time out (1 minute per age)
3. Activity/equipment taken away
4. Call home/talk to parent
5. Possible Removal from after school

This year, there will be different consequences for aggressive behavior.
Aggressive behavior is defined as (but not limited to): Swearing, Physical contact, Threatening of any nature

Consequences*:

1. First offence- automatic time out
2. Second offence – sent home
3. Third offence - suspension from after school
4. Fourth offence – possible removal from after school

*Please note these consequences DO carry over day to day

Updated 10/2019

Electronic Device Waiver

After School Program will implement a new rule. The Rule states: no child will be able to use an electronic device (i.e. DS, I pod, I pod touch, Kindle, Nook, cell phones, etc.) without parent permission. The parent permission, includes but is not limited to:

Loss of device
Damage of device and contents
Other children using device
Device being taken away due to inappropriate content
Device being taken away for inappropriate behavior
ETC.

Please return bottom portion only

I, _____ Hereby give my child(ren)_____ permission to use their electronic device at the After School Program, and understand the new rules for them. I understand St. Mark school and afterschool program are not responsible for lost of damaged electronic devices and their contents.

After School Rules and Consequences

I have reviewed the After School Rules with my child(ren) and understand the rules and consequences.

Child(s) Name _____

Parent signature _____

Child(ren) Signature(s) _____

_____

Updated 10/2019