

St. Mary Guardian Angel Program

Before and After School Care



St. Mary Guardian Angel Program is a nurturing and safe before and aftercare service that supports the mission of St. Mary School and Parish. The St. Mary Program is a faith based care service for students within the school. The program is available for preschool to 6th grade students.

Before Care

The before care program provides a minimal breakfast and supervision.

Before care is available from 6:30 a.m. until 8:30 a.m.

After Care

After care is available from 2:30 for preschool and 3:00 for K to 6 students until 6:00. Students will receive homework assistance, snack, physical exercise, structured activities and crafts and recreation time. All caregivers are certified in CPR and First Aid.

Registration for the Guardian Angel Program must occur **before** a child attends the program. A calendar will be provided for parents to choose the dates their child will need to attend. We ask that all arrangements are made the Friday prior to the week of care. Pre-payment is also required at that time.

Fees

- **The Registration fee for this program is \$40 per family.**
- **Before Care Fee: Flat rate of \$6.00 per morning 6:30 to 8:30**
- **After Care Fee: Flat rate of \$10 per afternoon. 2:30/3:00 to 6:00**

Two children: (1st child) \$6 + (2nd child) \$3.00 = \$9 for morning care of 2 children
\$10 + \$5.00 = \$15 for afternoon care of 2 children

Please return the following to the office

- Registration form (attached)
- Emergency medical form (attached)
- \$40 Registration fee per family

****NOTE: It is preferred that parents inform the Guardian Angel Staff of needed services on a monthly or weekly schedule to insure proper staffing availability. No child will be accepted unless pre-registered.**

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Guardian Angel Policies

1. Children will come to the Art Room for childcare for A.M. or P.M. care. The **Guardian Angel Program will open at 6:30 A.M. each morning until 8:30 A.M. and also from 2:30 P.M.(preschool) (3:00 P.M. K-6 students) to 6:00 P.M. or when the last child is picked up.**
2. Please notify the caregiver or school if you are going to be late picking up your child. You may call the school line and someone will be available to pick up unless they are outside. In this case call the cell phone of the caregiver provided. If your child will not be attending childcare when they have been scheduled, PLEASE notify the staff. (See phone numbers below.) Fees for sick days will be credited and applied to future care.
3. Children are expected to behave according to rules and guidelines of the school. Parents will be informed of any behaviors or issues that require discipline. A time-out procedure will be used if a child is not behaving in a safe or courteous manner. The staff will talk with a parent upon picking up the child, if an incident occurs.
4. Parents are responsible for picking up their child in the afterschool care. If a child has not been picked up by 6:15 P.M., the staff person will call the parent or emergency phone numbers. Be sure you have the correct numbers on file where you can be reached or a designated adult of someone who can come and get your child in case you cannot get there by 6:00. A \$20. Fee will be assessed for late pick-ups.
5. Before and after care **must be scheduled 1 week prior to the scheduled week or at the latest by Friday at 12:00 p.m. before the following Monday.** We prefer that families use the monthly calendar schedule if possible that will be sent home for families to indicate the days they will be using the program. Approximate arrival and pick-up times should be written on that calendar. Once completed, the calendar should be returned to school so that we may schedule staff to be available.
6. All students need to be escorted in and out of the building. Parents or other adult dropping child off needs to sign in and write the time on the sign in sheet for drop-off or pick-up in the Guardian Angel Room (art/ music room).
7. **The morning staff person on M-W-F is Mrs. Vale 440-281-2378, on T-TH is Mrs. Krause, and her number is 965-4188. The Afternoon staff person is Mrs. Stroman, and her number is 967-7938 or cell phone 440 325-4502.** You may use the cell phone during the after school hours to reach her.
8. No medication (includes over the counter) will be dispensed by childcare givers.