



# Saint Margaret of Scotland

Catholic School in Saint Louis, Missouri

## Aftercare Policy Handbook

Policy Manual Updated

September 2023

Aftercare Co-Directors: Brigid Heffernan and Katie Kirner

## GOALS

- Aftercare will provide a safe and engaging environment for students of St. Margaret of Scotland Catholic School during the hours of 3:00-6:00 PM.
- Aftercare will take into consideration the age and developmental level of children to determine proper care.
- Aftercare will ensure that appropriate supervision of children will be provided at all times.
- Aftercare will participate in proper transparent and timely communication with parents.

## AFTERCARE ELIGIBILITY

- To be eligible for Aftercare, children must be currently enrolled students at St. Margaret of Scotland Catholic School.
- Students must be present at school before the final bell. Aftercare will not accept students dropped off after school dismissal.

## SNACKS

Students eat snacks in the cafeteria immediately after the regular school day is finished. Students will be expected to wipe down tables and throw trash away.

**Any allergies will be listed for staff members. Staff will be vigilant in making sure those students with allergies only eat foods that are safe for them.**

Aftercare directors will have access to all parent provided meds, EpiPens, sunscreens, inhalers, etc.

## RECESS

Students will have recess outside on nice weather days. Preschool students will be allowed to ride tricycles. Only Aftercare students will be allowed to play on the playground and blacktop before 6:00 PM.

## TECHNOLOGY USE

- Students **cannot use** their Chromebooks unless it is for a homework assignment.
- Students **cannot use** classroom iPads or Chromebooks.
- Students **cannot use** their phones during Aftercare.

## INJURIES

- The Aftercare administrative team will use a Google Document to keep track of any incident or injury that occurs during Aftercare.

- Aftercare workers will bring injured students to the Directors (Katie and Brigid), so that injuries can be addressed and the report can be completed..
- Families will receive a copy of this report, via email, by the end of the evening.
  - This report will be cc'd to the school office if it requires your student's absence from school the next day due to the illness. (please check Family Handbook p.54)
- Each classroom is equipped with a first aid kit containing bandaids and a thermometer.
- If a child is sick (diarrhea or vomit), Aftercare directors will reach out to parents.
  - Parents will need to pick up a sick child immediately.

## **ARRIVAL/DISMISSAL PROCEDURES**

- Parents will text or call the Aftercare number (**314-390-5097**) to alert them that they are here to pick up their child.
- Students will be picked up in the Circle Drive on Castleman Ave.
- If parents are walking from Lawrence Ave., they need to come all the way over to the main black gate (between Faith and St. Joseph Halls) to meet their child.
- If someone who doesn't normally pick up from Aftercare is picking up, please send a message to the Aftercare phone number informing that it is okay to let the child leave with that person (i.e., "It's okay for Suzy to go home with Mrs. Smith; she is taking her to soccer practice.")
  - Please inform whoever is picking up your child that they will need to show some form of identification, so we can confirm this.
- If parents need to make alternative pick-up arrangements for their student, please contact the Aftercare administrative team.
- If a child has a practice at SMOS in the gym, parents are welcome to text this information, and the Aftercare team can make sure the child makes it to the gym for their practice.
- Students will need to check in with their Aftercare teacher before leaving.
- Students must also pick up their belongings (backpacks, water bottles, sweatshirts, sweaters, violins, etc.) from the courtyard before leaving.
  - Students will need to ask a teacher to let them into the building to retrieve items.
- If a parent arrives to pick up, it is required that they take all siblings as well.
- If parents come for pick-up, they must take their children into their care at that time.
  - Aftercare will no longer be responsible for any student who continues to play on the blacktop/playground after the parent has arrived for pick-up.

## **BEHAVIORAL MANAGEMENT**

- Students will be expected to follow all school policies and procedures during Aftercare at the discretion of the Aftercare administrators.

- All behavioral issues will be communicated home through either an email or a phone call from Aftercare administration.
- If behavioral issues continue, the Aftercare administration has the authority to enact the following:
  - Limiting activities in Aftercare
  - Suspension of Aftercare
  - Withdrawal from Aftercare
- Documentation of incidents will also be tracked on the Aftercare Injury/Incident Log. Parents will receive a copy of this report via email by the end of each night.

**SUPERVISION**

Students will be supervised at all times in Aftercare, both inside and outside. Aftercare will post workers at strategic locations both inside and outside.

Aftercare staff is responsible for walking around and actively watching and interacting with children.

Aftercare will also work to isolate preschool children from the rest of the group. This will allow for preschool to have a more structured and safe environment.

**COMMUNICATION**

- Some small issues may require speaking to parents at pick-up, but moderate to major issues will be addressed in the following ways:
  - Emails
  - Phone Calls
  - Meetings
- Please only use the Aftercare email address ([aftercare@stmargaretstl.org](mailto:aftercare@stmargaretstl.org)) for communication OR the Aftercare phone number (314-390-5097). Please do not use the teacher's personal email addresses.
- As an extension of the school day, please contact the principal if there are any issues at aftercare that are not addressed by the staff.

**PRESCHOOL SCHEDULE**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>3:00 - 3:30</b>	Snack (Cafeteria)	Snack (Cafeteria)	Snack (Cafeteria)	Snack (Cafeteria)	Snack (Cafeteria)
<b>3:30 - 3:45</b>	Bathroom	Bathroom	Bathroom	Bathroom	Bathroom

	Break	Break	Break	Break	Break
<b>3:45 - 4:45</b>	Classroom Play	Classroom Play	Classroom Play	Classroom Play	Classroom Play
<b>4:45 - 5:05</b>	Group A: Playground Group B: Outdoor Classroom/ Step Area	Group A: Outdoor Classroom/ Step Area Group B: Playground	Group A: Playground Group B: Outdoor Classroom/ Step Area	Group A: Outdoor Classroom/ Step Area Group B: Playground	Group A: Playground Group B: Outdoor Classroom/ Step Area
<b>5:05 - 5:20</b>	Group A: Outdoor Classroom/ Step Area Group B: Playground	Group A: Playground Group B: Outdoor Classroom/ Step Area	Group A: Outdoor Classroom/ Step Area Group B: Playground	Group A: Playground Group B: Outdoor Classroom/ Step Area	Group A: Outdoor Classroom/ Step Area Group B: Playground
<b>5:20 - 6</b>	Free Play outside *will help clean up when Teachers ask	Free Play outside *will help clean up when Teachers ask	Free Play outside *will help clean up when Teachers ask	Free Play outside *will help clean up when Teachers ask	Free Play outside *will help clean up when Teachers ask

Group A: Last names A-K

Group B: Last Names L-Z

*\*All policies and procedures are subject to change based on the needs of the program, our teachers, and our students.*