



BEFORE & AFTER SCHOOL PROGRAM 2008 – 2009

Welcome to another great year at the Trinity Catholic School Before/After School Program! This program is staffed by wonderful caregivers and is designed to serve Trinity families by providing quality child supervision outside of school hours. The program staff members are determined to work with you in the best interests of your child. Be sure to read this booklet thoroughly and always bring questions and concerns to the program director.

Location and Hours:

We are located at the elementary campus of Trinity Catholic School. The program starts in the elementary cafeteria and includes use of the elementary playground. The Program operates on school days, Monday – Friday from 6:15 to 8:00 AM and from 3:00 to 5:30 PM. *Each afternoon, students must be picked up by 5:30.* A by-the-minute late fee will be added beginning at 5:30. The program office can be contacted in case of emergency.

Weekly Payment:

This program operates on a weekly expense cycle that is dependant on weekly payments by parents. Please plan to make your weekly payment on your child's final day of attendance in the program each week. Families whose payments are not up to date may be refused participation in the program.

Food:

Healthy snacks, milk and juices will be available daily at a minimal extra cost. Children may bring snacks from home if so desired. Due to allergy and health concerns, children will not be allowed to share, trade or buy snacks from others.

Illness/Emergencies:

If a child is injured, or becomes ill during the Before/After School Program, he/she is to report immediately to the nearest staff member. Basic First Aid may be administered. Parents will *always* be contacted if the child needs further attention. In all cases, children should *never* leave the Before/After School Program or the school grounds without the permission of the director.

Please complete this form and return it promptly for health and safety reasons. Parents must inform the director of any changes in contact information (telephone number, home address, etc.) occurring during the school year. Parents should not send ill children to school, or to the Before/After School Program.

Medications:

The Program director should be notified in writing in the event that any student has a medical or physical condition that may require the administration of any medication(s). Although the dispensing of any type of medication is discouraged, it may be required during the program hours of operation. In those instances, written permission from the parent or legal guardian is required. The permission slip must include clearly stated instructions concerning dosage and time and frequency of administration. Medications (which include cough drops, cough syrup, lozenges, etc) must be delivered to the director and must not be left in the possession of the child.

Discipline:

In cases of minor misbehavior, children will be asked to describe their behavior, its inappropriateness and its consequences. Brief “time outs” may be assigned. More serious behaviors will be forwarded to school administration. Parents will be informed of both recurring minor misbehavior and the more serious ones.

Personal Items:

Children *should not bring toys or other non-school, personal items to the Before/After School Program*. Trinity Catholic School is not responsible for missing or damaged items. Cell phones and other electronic devices are not permitted. School rules and Before/After School Program rules dictate that cell phones and other electronic devices be stored, off and out of sight at all times.

Toys and Games:

Toys and games are provided by the Before/After School Program for the children’s use at no extra cost. Children may be asked to replace items lost or damaged by inappropriate use.

Clothing:

Outside play is a regular part of the Before/After School Program routine. Parents must provide appropriate outdoor clothing for all types of weather. Early fall and late spring may call for shorts, T-shirts and spring jackets. Winter months require snowsuits, winter coats, hats, gloves/mittens, boots, ski pants, etc. Children without proper clothing will not be allowed to play outside. *Be sure to label all of your children’s clothing.*

Communication:

Parents are urged to bring all questions and concerns to the Before/After School Program director. Further concerns may be directed to school administration. Communication and cooperation are the keys to a beneficial experience for your child. With our dedicated staff and appropriate parent support, the Before/After School Program will be a positive place that your child will enjoy. *Thank you for choosing the Trinity Catholic Before/After School Program for your child.*

TRINITY CATHOLIC SCHOOL
Before / After School Program

FOR: Trinity Catholic School Students – PK – 8

WHEN: Every School Day (Monday through Friday)

TIME 6:15 AM TO 8:00 AM
3:00 PM to 5:30 PM

FEES: \$3.00 per hour for 1 child
\$4.00 per hour for 2 children
\$5.00 per hour for 3 children
\$6.00 per hour for 4 children
Fees will be calculated in 15 minute increments

Checks must be made payable to TCBAS, (Trinity Catholic Before/After School Program)

SNACKS: \$0.50 per item; snacks and drinks

STAFF: Staff members are CPR certified and trained in first aid.

Morning

Lead - Ms. Blais
Aide – Mrs. Morin

Afternoon

Lead – Ms. Blais
Aides – Mrs. Morin
Ms. Murphy
Mrs. Pelletier
Ms. Crocker
Ms. Greeley

INSURANCE: Trinity Catholic School, through the Roman Catholic Diocese of Portland Maine maintains liability insurance coverage.

SCHEDULE:

Morning	Afternoon
6:15-8:00-students may be escorted by parents to the elementary campus cafeteria below Holy Cross Church and checked into the program	3:00-Students (Grades PreK-4) are escorted from the school by program staff. Jr. High students arrive by bus.
8:00-PreK-4 th students are escorted by program staff to the elementary building. 5 th -8 th graders are escorted to the shuttle bus loading area and the teacher on duty	3:05 – 3:30 Check-In and snacks 3:30 – 4:30 Outside recess (weather permitting) Homework time (f needed or desired) 4:30 – 5:30 Indoor activities

TELEPHONE: Before After Program: (207) 784-1464 (Morning and Afternoon)
School: (207) 783-9323
Rectory: (207) 782-9463

CHILD'S RECORD

Name of Child: _____ Grade: _____

Address: _____

Father's Name: _____

Place of Employment: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Mother's Name: _____

Place of Employment: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Name, address and telephone number of emergency contact (other than parents):

If parent cannot be reached by telephone during the time the child is in our care, how can the parent be reached?

Names of persons who are to be permitted to remove the child from the center:

Name, address, and telephone number of family physician: _____

The Before/After School Program MUST be notified by the parent when regular transportation or pick-up methods will vary.

OVER

MEDICAL INFORMATION

I hereby give my consent, in the event of a medical emergency when I cannot be contacted, for program staff to obtain whatever treatment may be deemed necessary for:

_____ Date of Birth _____

This authorization includes my consent for the above-named child to receive treatment by a physician in any hospital emergency department.

I hereby give my authorization for emergency medical treatment as outlined above.

Known Allergies: _____

Known Medical Problems: _____

Last Tetanus Shot: _____

I have received a copy of Rules for the Licensing of Day Care Homes/Centers.

Parent or guardian signature: _____

Witness/Provider _____

Date: _____

Trinity Catholic School Before/After School Program Health Policy and Procedures

Student's Name _____

Address: _____

Telephone: _____

Parents: _____

Physician: _____

Management Regime: _____

It is the policy of Trinity Catholic School Before/After School Program to take all responsible action to prevent and reduce any incidents of neglect in caring for any child with an illness or chronic illness.

The personnel of Trinity Catholic School Before/After School Program are free from any criminal or civil liability in the management regime for any student with an illness or chronic illness.

I give permission to Trinity Catholic Before/After School Program personnel to administer any care needed for the above named student.

Parent's Signature: _____ Date: _____