



Welcome! We are so glad that your child(ren) is joining our SKD Before & After School Care Program. Please look over this packet as it has a lot of information regarding our day-to-day procedures.

Included in this packet:

- *Staff Contact Information
- *Early Dismissal and No School Care
- *Before/After School Care Schedule
- *SKD Student Expectations
- *Parent Procedures

Staff Information

Stacy Charron: Principal & Before/After School Care Coordinator

Email: scharron@ogknights.org

* You can email updates (not coming to care, someone different picking up, etc.) to me directly or call the school office at 605-275-6994.

Before School Program Teacher Assistant: Mrs. Green

After School Program Teacher Assistants: Mrs. Green, Ms. Sonja, Ms. Judy, Ms. Andrea, Miss Adilyn, Miss Anna, Miss Lilly

St. Katharine Drexel After School Care Phone:

Phone: 605-940-3986

* Please call this number after 3:00 if you are going to be late or pick-up plans have changed.

Early Dismissal

When there are days in which school is dismissed early, you are able to sign up for After School Care (**minimum number of students required**). This is an additional fee not included with the standard After School Care charge. Please be aware: **if there are not enough students registered that day, care will not be held. You will be notified as soon as possible if this is likely to happen.** Once your child/ren is registered by submitting the addendum, and care is confirmed, a reminder note will be sent home with your child a day or two before.

No School Care

When we do not have school, there is an opportunity for your child to still have care. We offer Extra Days at Holy Spirit School. This is an additional fee not included with the standard After School Care charge. Once your child/ren is registered by submitting the addendum, a reminder note will be sent home with your child a day or two before.

Before School Care

The Before School Care Program runs from 6:45am-7:30am. Mrs. Green is the supervising teacher. Students need to be dropped off at the north breezeway, where Mrs. Green will greet you. There will be a sign in sheet for you to check in your child/ren in the morning. Breakfast is not provided, but students can certainly bring a breakfast with and eat at the school.

After School Care

Below is the daily schedule for the After School Care Program. We will be outside as the weather permits and time is also provided for students to complete homework.

Schedule

* All times and activities are subject to change

- **2:45-3:00**- All students will check into the gym for attendance.
- **3:00-3:30- Preschool-Kindergarten** - Snack, Bathroom Break, Free Play
- **3:00-3:30- 1st-6th** - Snack, Bathroom Break, Homework Time
- **3:30-4:30 Preschool-6th** - Recess (Weather Permitting)
- **4:30-6:00** - Whole Group in the Gym
 - Monday - Gym Time
 - Tuesday - Games/Crafts
 - Wednesday - Gym Time
 - Thursday - Games/Crafts
 - Friday - Gym Time

Homework Time Expectations: Homework time will be provided for any student who has homework. This work time will be from 3:00-3:30 and it is up to the student if they utilize it. Any student/s needing additional time, may continue working on their homework later in the afternoon. If a student cannot work quietly during homework time and is disruptive to the learning environment, they may need to sit in the office until recess.

****If you notice a considerable amount of homework needing to be done at home, please let us know and we will continue to ENCOURAGE your child to use the homework time available.**

Student Expectations and Procedures

1: Students will WALK in the hallways quietly when transitioning to the gym. It is important students are prompt in their arrival so they don't miss attendance.

2: All personal items will be hung on a peg. Each student has their own peg/shelf assigned to them. It's important for students to keep their items together so nothing gets left behind and/or in another student's bag.

3: If a student forgets something in their classroom they need to get permission from an after care teacher before leaving the supervised area.

4: Sharing, working together, and playing kindly is of utmost importance.

5: Students are expected to be respectful and courteous to others, adults included. If a student is having a difficult time, they will be asked to take a break. If the problem continues, then the teacher will be talking with the parent at pick up.

**** Any student consistently not able to meet this expectation, may be dismissed from the program per administration discretion. ****

6: Winter Gear-When it is cold out, students will be expected to wear their winter gear. You may want to send an extra pair of gloves and/or socks, as they may be wet from recess earlier in the day.

Parent Procedures

1: When picking up your child/ren, please come into the building. If the students are not in the gym, you will be directed to their location.

2: Every day, a parent (or designated pick-up person) needs to sign out their child/ren. This is located on the clipboard right inside the gym doors.

3: After School Care closes at 6:00pm. Anytime a student remains after 6:00pm, there is a late fee that will be charged. An addendum will be sent home to complete. ***We know there may be unpredictable circumstances that occur. If you happen to be running late and will arrive after 6:00pm, please call so we are aware.

4: If school is dismissed early due to winter weather, there will be NO After School Care that day.

5: Monthly attendance calendars will be sent home with each FAMILY enrolled in the Before & After School Care Program. Please return these calendars with the days your child/ren will be attending. We understand that schedules change, but this will help us ensure proper staffing is available.

After reviewing the SKD Before & After School Care Program information AND the Bishop O'Gorman Before & After School Handbook, please sign and return this sheet.

I have read over the SKD Before & After School Care Program information and system handbook.

_____ (print name)

_____ (signature)

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