

St. Mark School
Before & After School Program
Policy Manual



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Mission Statement

The ministry of St. Mark Before & After School program is to provide safe, caring, Christ centered before or after school care for St. Mark students.

Policies and Procedures

St. Mark Before & After School programs will follow all the policies and procedures set forth in this manual as well as following the St. Mark Lutheran School Handbook. The Before & After School manual is subject to revision.

General Information

All students of St. Mark Lutheran school are welcome to attend before or after school care. The St. Mark Before & After School program will not discriminate on the basis of race, color, religion, national and ethnic origin in the administration of its policies and programs. All the rights, privileges, program and activities will be made available to the children.

Families can utilize the Before & After school program one day a week or multiple (as many days per week as needed), for the entire school year or a specific duration of time.

We just ask the families to schedule care in advance to allow for proper staffing.

St. Mark Before School Program

- Is offered from 7:00-7:45 a.m. for St. Mark students in grades PreK-8.
- Is open during the school year on all school days that begin at 8:00 a.m., Monday through Friday from 7:00 a.m. to 7:45 a.m.
- Will take place in the fellowship hall or a classroom.

St. Mark After School Program

- Is offered from 3:15-5:45 p.m. for St. Mark students in grades PreK-8.
- Is open during the school year on full school days, Monday through Friday from 3:15 p.m. to 5:45 p.m.
- At least two adults will be present at all times depending on the number of children.
- Children must be signed out by a parent or a parent approved guardian to insure children are always under the protection of a supervisor. Children are not allowed to meet parents in the parking lot. **Exception:** Children going to a sports practice/ game directly from child care.
- St. Mark After School program will take place in the fellowship hall. Children will be required to stay in that area unless a group activity is planned for outdoors or the gym.
- Quiet time for homework and quiet games will be scheduled each day.

Registration and Billing

- There is no initial registration fee.
- Each child is charged the same fee, regardless of number of family members using the service.
- Before School Care will be a flat rate fee of \$3.00 per day for each child in attendance. This fee covers our before school care which runs from 7:00 a.m. - 7:30 a.m. when regular school drop of time begins.
- After School Care will be \$5.00 per hour, charged in 15 minute increments per child (\$4.00 per hour sports rate). Fee tracking starts at 3:15 p.m. and ends at pick up time or 5:45 p.m. This is a self-funding program, no school funds will be used for staffing. The fee schedule will be reevaluated and could result in a slight increase to ensure cost coverage.
- Charges will be billed on the 15th and last day of each month through the FACTS Tuition management program.

Scheduling

- Scheduling forms are available at stmls.org > Current Families > Before/After School Care > Handbook.
- Scheduling forms should be turned in at least 1 week in advance.
- Children must be **pre-registered 48 hours prior** to attending to assure adequate staffing. The St. Mark After School program is not intended as a drop off facility for shopping, etc. If your child is not scheduled 48 hours in advance please reach out to the School Office at school.office@stmarkpartners.org for confirmation that we have capacity.
- Children registered less than 48 hours prior to attending will be charged \$6.50 per hour (\$4.75 per hour sports rate).

After School Daily Schedule

3:15-3:30 p.m.: Check in, organization and wind down

3:15-3:45 p.m.: School work and individual time

4:00-5:45 p.m.: Small group activities, games etc.

Homework and Individual time

From 3:15 – 3:45 p.m., children will be expected to do school work or another quiet activity if they do not have school work that they can do during that time. The responsibility to complete school work still lies with the child and parent.

Medication Procedure

If your child needs medication, please contact the care staff or school office for appropriate medication form.

Parent Communication

We encourage parents to contact the St. Mark Before/After School program director with any concerns immediately. We also welcome your suggestions as feedback from families is very important to us.

Pick up Procedures

Only parents and those listed on the registration form will be allowed to leave the premises with a child(ren). Anyone picking up a child(ren) should have a photo i.d. and will be asked to present it at time of pick up.

Daily Closing Time Policy

The St. Mark After School program closes at 5:45 p.m. We expect the children to be picked up by that time. If an emergency delays you and you are going to be late picking up your child, please call the School @ 920-494-9113 x114 before closing.

In the event that your child is still at the St. Mark After School program after closing and we have not heard from you, we will take the following steps:

1. Attempt to reach you at home, work, or school.
2. Call the people listed on the child's emergency form.
3. Call the authorities after 30 minutes.

Termination of Enrollment

St. Mark Before/After School program reserves the right to terminate the enrollment of a child(ren) for the following reasons:

- Non-payment. Past due account balances may result in your child(ren) being unable to attend the program.
- Consistent behavioral disturbances which endanger the child or others.
- Situations where the parents and staff agree that the St. Mark Before/After School program is not in the best interest of the child.
- A pattern of disregard for the program's end time, late pick up past 5:45 p.m.

Parents will receive a maximum of two weeks to find alternative solutions.

After School Program phone number

920-494-9113 x114



1167 Kenwood St.

Green Bay, WI 54304

Phone: 920-494-9113