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**Introduction**
The Saint Columbkille After-School Program serves current students from Pre-K - Grade 4.

**Philosophy and Curriculum**
The Saint Columbkille After-School Program shall not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, marital status, sexual orientation, disability or national origin.

The Saint Columbkille After-School Program divides children into groups based on grade. The curriculum includes age-appropriate activities such as arts and crafts, units of interest to the children and indoor/outdoor physical activities. Daily lessons will be taught to reinforce what is being learned during the school day. We expect the children to do homework while at the program and ask your help in encouraging your child to do so.

The child's family/home experience has a direct connection with the child's school experience. We consider the child’s family to be very important participants in the child's education. We believe that the family must take responsibility for the child's development and we seek to involve the family whenever and wherever possible.

**Program Schedule**
The After-School Program runs throughout the school year, from September 4, 2019 to June 16, 2020. **Enrollment will now be done each trimester at the same time with the Saint Col's Club enrollment.** The program operates from 2:50 to 5:30 p.m., Monday through Friday. On any Professional Development Fridays, the program will run from 1:15 - 5:30 p.m. The program **does not** run on early dismissal days at 11:15 a.m. (November 27, December 12 and April 9).

The schedule varies from group to group due to developmental differences. The Pre-K-K2 students who do not have homework will participate in literacy, math activities and other academic-based lessons, in addition to having time for stations and free play. The students in Grades 1-4 will do homework and take part in activities that reinforce what is being taught during the day.

**ALL STUDENTS should bring an after-school snack and drink on the days they attend the program.**

**Students in Pre-K - K1 should make sure there is an extra change of clothes in their backpack in case of an accident during the program.**
After-School Program Payments

Payments are due 10 days after the invoice date. Invoices are sent out at the beginning of the month.

Payments will be made through the FACTS Payment plan 10 days after the invoice is received. Please submit the payment by the due date by paying online, enrolling in automatic payments for incidental expenses, on the phone or by mailing the payment to FACTS Management Inc, P.O. BOX 2597, Omaha, NE 68103-2597. If mailing, the check should be made payable to “Saint Columbkille Partnership School” and should include the customer number in the memo section. This number is available on the invoice that will be sent to you 10 days prior to the payment due date. Payments are not accepted at the main office. Please contact FACTS Customer Service at 866-441-4637 if you have any questions or email afterschool@stcps.org.

On your invoice, you will see all of the charges for each student enrolled in the program.

   2 days per week - $192/month
   3 days per week - $230.40/month
   4 days per week - $384/month
   5 days per week - $480/month

Tax Statements and Federal Tax ID
The receipt for the payments can be accessed on your FACTS Payment plan by going to the “PAYMENTS” tab and clicking on “VIEW PRINTABLE PAYMENT SUMMARY.” All of the information needed will be on that statement. Should you require a letter to accompany the statement, please email afterschool@stcps.org.
Flexible Spending Account and/or Childcare Reimbursement Forms

Please email all reimbursement forms or any requests for childcare certification for the month to afterschool@stcps.org. Forms will be processed within one week, so please allow ample time before any deadlines. This is to ensure that we will process them accurately. Please do not bring these forms in to your child’s teacher for processing or signatures.

Early Education and Care Voucher (EEC)

Saint Columbkille Partnership School accepts both full time (age 3: Pre-K, age 4: K1, age 5: K2) and part time (after-school program) vouchers.

Please review the policy manual regarding your voucher available on the MA state website: http://www.mass.gov/edu/birth-grade-12/early-education-and-care/laws-regulations-and-policies/financial-assistance-regulations-and-policies/ and refer to the form emailed to you by the Business Office regarding your specific voucher. All other program policies listed in this document apply to voucher families.

Attendance Policy

Students must be registered in order to attend the program. Students may only attend the program on the days they are registered and payment is required for ALL days registered, even if your child does not attend. If on any day your child does not attend school during the day, they may not attend the after-school program.

Change in Enrollment

In order to make any changes to a student’s enrollment, an online Change in Enrollment Form (https://goo.gl/forms/5NWYhUFsQRWhQ4TY2) must be completed. A one-month notice is needed for any changes in enrollment as well as to withdraw from the program. Payments for the After-School Program are expected during that period. All changes or cancellations to enrollment are considered permanent. We cannot honor requests for changes in enrollment for a week or two at a time, such as for family vacations.

Emergency Drop-in

Any emergency drop-ins to the program must be announced as early in the day as possible by calling the main office at 617-254-3110 ext. 100 and emailing afterschool@stcps.org. We will confirm by email that the child is able to attend. The cost will be $35 per child.

Transportation Plan

Children will be released only to the people listed on the Transportation form in the FACTS Family Portal (ParentsWeb) at www.factsmgt.com. Should you need to add anyone to the list of authorized individuals, please submit a letter in writing indicating the person’s name and relationship to your child. Children under 14 years of age may not pick up a child under any circumstance. Any new person picking up must show an ID before a child is released to them.
**Pick-Up**
All parents should enter the building using the Main Entrance. Parents must sign their children out of the program. Parents may be asked to show an ID upon entering the building. This procedure will ensure the safety of everyone in the building.

**Late Pick-up Policy**
The Saint Columbkille After-School Program ends promptly at 5:30 p.m. Each family will be charged a late fee of $1 for every minute their child remains in the program past 5:30 p.m. If any child remains in the program past 6 p.m. and program staff have been unable to reach the parent/guardian or any emergency contacts, 911 will be called to intervene. This late pick-up policy is strictly enforced. Repeated late pick-ups will result in a meeting with the Program Coordinator. Failure to resolve the issue may be grounds for termination from the program.

**Field Trips**
As part of the After-School Program registration application, you will confirm that your child is allowed to participate in walking field trips including trips in and around the immediate area (including local parks, libraries, Brighton Center, etc). A permission slip will be used for any other field trips and will state when, where and how the class will get to their destination. If medical attention is needed for a child, an ambulance will be called and the child will be taken to the nearest hospital.

**Snow Day Policy**
The After-School Program will not operate on days school is closed due to inclement weather. There are no refunds for snow days.
Mandated Reporting
Massachusetts law protects children through the child abuse reporting system. Adults who come in contact with children through their profession, such as childcare workers, medical personnel, counselors, etc., are designated as "mandated reporters." This means that we are required by law to report known or suspected incidents of child abuse or neglect. Reporters do not decide whether abuse/neglect has occurred; that is decided by the Department of Social Services, the agency to which we report. The intent of the law is to help families receive services when they are in need. We share that intent and want families to know that we offer to help and support you should such a report ever occur.
Program Agreement Form

Please return this form to the After-School Program Director, Jean O’Connor.

I have read and am in agreement with all of the policies of the After-School Program at Saint Columbkille Partnership School.

Parent Name:____________________________________________________

Student(s) Name: _______________________________________________

Student(s) Name: _______________________________________________

Student(s) Name: _______________________________________________

Student(s) Name: _______________________________________________

Parent Signature ________________________________________________

Date:____________________________