



St Matthew Parish for
Father Allouez Catholic School After School
Program for ages 3K – 4th grade

Parent Handbook
2022 – 2023 school year

Thank you for choosing St Matthew Parish for Father Allouez Catholic School as your after-school care provider.

This program is available to all Father Allouez Catholic School -St. Matthew Campus students for 3K-4th grade. It is a self-funded program that was created in response to our parents/students need for after school care.

This Parent Handbook is intended to help parents become more familiar with the program goals, curriculum, policies, and procedures. Some of the form's parents may need during the school year are also included at the end of this handbook.

If you have questions or concerns about the program, please contact the program administrator, Stacy Smits, at the St Matthew Parish Center at 920-435-6811 ext. 309 or stacysmits.stmatts@gmail.com.

MISSION

To ensure the success of each student by creating a safe environment that enriches the minds of students by challenging them to grow spiritually, academically, creatively, emotionally, physically, and socially.

PROGRAM GOALS

- Provide quality care and supervision while allowing children enough independence to satisfy their individual needs.
- Provide a safe and friendly environment in which students can thrive academically as well as socially.
- Provide support for students with a busy schedule by having a quiet area for silent activities and homework.
- Provide a fun and enjoyable experience for students through interesting and age appropriate activities.

FEES

Registration:

Annual registration fee of \$35/single child or \$50/family.

Rate Schedule:

After-school care:

3:00pm – 4:00pm \$12/day

3:00pm – 4:30pm \$13/day

3:00pm – 6:00pm \$15/day

After-school care early dismissal days:

11:15am – 3:00pm \$15/day

11:15am – 6:00pm \$27/day

Discount:

10% per family for more than one child registered and billed each month.

Who to notify if your child/ren do not need to go to After School Care – or – if you use the service on an as-needed basis, who to notify if your child/ren needs to attend:

The best person to notify is your student/s teachers. Please email your students teacher for particular needs of child care. Your student's teacher will then assure that they are outside for afterschool pickup, at the bus for transportation, or are led downstairs to the After-School Care room.

BILLING PROCEDURE

You will receive a monthly bill through email for the number of times that actual care was provided. See below for payment options.

**Please note that payment by check is preferred. If there are any payment record discrepancies, your check can be traced between your and the parish's bank records. Thank you.*

Four ways to make payments:

1) Payments may be dropped off at:

Father Allouez Catholic School – St Matthew School office
2575 S. Webster Ave
Green Bay, WI 54301

2) Payments may be mailed directly to:

St. Matthew Parish – After School Program
130 St Matthews St
Green Bay, WI 54301

3) Payments may be made via the parents' financial institutions online banking program:

Send payment to: St. Matthew Parish
130 St Matthews St
Green Bay, WI 54301

*you MUST reference "After School Program" on the check or memo line

4) Payments may be made electronically via the St. Matthew website through ClearGive * you MUST reference "After School Program" on memo line

Late Fee:

A \$20 late fee per month will be added to your account for any monthly payments not received by the third week following monthly billings. (Example: January billing statements will be emailed the first week of February. You will have until the end of the third week in February to pay this bill or a \$20 late payment fee will be added.)

Non-Payment:

In addition to monthly late fees accruing, non-payment after two months will result in your child(ren) being dropped from the program and will not be permitted into the after-school child care room. If after late payments and fees are made in full; a \$35 re-registration fee will be required for your child(ren) to be permitted back into the program.

Previous Year Un-Paid Balances:

All previous school year (school year 2021-2022) un-paid child care balances MUST BE paid in full before any child(ren) are permitted to register for the up and coming school year after school program. This is non-negotiable.

For new billings in the 2022-2023 school year, we understand that challenging times may arise so if you have problems making your payments, please contact the program administrator, Stacy Smits, at the Parish Center 920-435-6811 ext. 309 or stacysmits.stmatts@gmail.com so a payment schedule and contract may be negotiated.

PROGRAM POLICIES

Sign In/Out:

All children being picked up *MUST BE SIGNED OUT* by a parent/guardian, person authorized on the "REGISTRATION FORM" or person named on an "AUTHORIZATION FOR NON-PARENTAL OR NON-PREAUTHORIZED PERSON CHILD PICK UP" form.

Door entrances/After hours entry:

A unique 4-digit code is required to enter the After-school care entrance door (also known as the "cafeteria door"). The digit pad is connected to the door on the left of the school entrance labeled as "3". This code will be specific to each child(ren) parents or guardians; your child(ren) are NOT to know this code. ***Note: To unlock the door, you will enter your chosen 4-digits followed by the # key. Example: 1 2 3 4 #***

Pick Up by Person Not Authorized on Registration Form:

If for any reason someone is picking up your child other than those listed on your registration as authorized for pick up, you will need to complete an authorization form and return it to the director prior to the pickup time. The person picking the child(ren) up will be required to provide photo identification or they will not be allowed to leave with your child(ren). An authorization form is included in the forms section at the end of the handbook. If it's a last-minute change, please call the School Office, Stacy Smits at the Parish Center or email stacysmits.stmatts@gmail.com.

Personal Possessions:

There are no toys from home allowed at the after-school program; including electronic devices and trading cards.

Early release days -lunches:

On half days of school, please send a bag lunch with your child/ren. Cafeteria staff does not report on half days of school so hot lunches are not available.

Day before Christmas Break: Dec 22, 2022

Please note: there will NOT be After School Care avail on the last day of school prior to the Christmas Holiday; whatever day that would fall upon.

Day before Spring Break: March 3, 2023

Please note: there will NOT be After School Care avail on the last day of school prior to Spring break; whatever day that would fall upon.

Last day of School: June 2, 2023

Please note: there will NOT be After School Care avail on the last day of the school year in June; whatever day that would fall upon.

Teacher to Child Care:

St Matthew Parish for Father Allouez Catholic School care teacher ratio averages 1 teacher to 15 children.

Medications:

A "MEDICATION CONSENT" form must be completed and returned to the school. Medication will be administered by the director or program aides unless directed otherwise. We do not administer any medication that does not have the drug store label or over the counter label on the container. A "MEDICATION CONSENT" form is included in the forms section at the end of the handbook.

Inclement Weather:

The program is not set up to run on early release days due to weather or snow days. Please make sure you have other arrangements made for these days.

NON-PICK UP PROCEDURE

If you do not pick up your child, the following procedure is in place. First, if we cannot reach you, your emergency contact(s) will be called. You are responsible for keeping your contacts updated with us; we will call all numbers listed. If contacts cannot be reached within 30 minutes of the program closing, the police department will be contacted.

DISCIPLINARY ACTION

The Christian behavior expected from students at the after-school program reflects the values of common courtesy and safety considerations. Students are expected to respect self, respect others and respect parish/school property.

In order to keep a safe and friendly environment for everyone involved in the program the following policies will be in effect regarding behavior and discipline.

Inappropriate behavior (physical abuse, bullying, not following directions, etc.) will be dealt with in the following manner:

- Step one: Verbal warning
- Step two: Time out
- Step three: Parent may be called prior to or spoken to at pick
- If necessary - Step four: Parent/authorized persons must pick-up child from care-
School Principal will be notified and may be involved.

If after these steps are taken the behavior fails to be corrected, parents/guardians will be asked to attend a conference with the child to discuss behavior and ways to resolve the problem. If after a conference the behavior is continued and the severity of the problem is deemed strong enough, the child will be dismissed from the program at the discretion of the director and administrator.

SUSPENSION/EXPULSION

There are two general disciplinary situations that may lead to suspension or expulsion from the program; both must be verified by evidence:

1. When the moral of physical well being of the student body or staff is engaged. Under no circumstances may a student threaten the well being of other members of the school community. Any remark that suggests bodily harm to another will be taken seriously. The police will be called to help process any reported incidents of threat.
2. When there is prolonged open disregard for authority.

Suspension is of a temporary nature and is used to reinforce the seriousness of the inappropriate choice and/or behavior of the student.

Expulsion is permanent.

PROGRAM CONTACT INFORMATION

General Information/Payments/Billing/Scheduling/Administration:

Stacy Smits
St Matthew Parish Business Administrator
130 St Matthew St
Green Bay, WI 54301
920-435-6811 ext. 309
stacysmits.stmatts@gmail.com

How to reach the After-School Care room in the event of a need or an emergency (from the hours of 3:00-6:00 or early release day hours of 11:15-6:00):

**Dial St. Matthew Parish at 435-6811 - ext 331
for the After-School classroom**

(please note: if there is no answer, the children and teachers may be outside or in the gym and not able to be immediately reached)