

**St. Catherine of Siena Preschool
Before and After School Program
Policies and Procedures**



St. Catherine's Preschool

Program Director

Karen Pickens

Program Phone Number

770-590-0480

General Information

The Before and After School program is an extended care service offered to students in St. Catherine of Siena Preschool ages 3 through 6. A child must be fully potty trained to join this program. A child must be enrolled in the St. Catherine of Siena Preschool program and can only attend the Before and After School program on the days that he/she attends preschool. The program offers before and after school childcare on the preschool premises.

The hours of the Before and After School program will run from 7:45 a.m. to 8:55 a.m. and from 1:00 p.m. to 4:00 p.m.

The Before and After School program staff design and implement a schedule of activities for students who attend the program. The following is a sample schedule. *

7:45 a.m. to 8:00 a.m. – Morning Circle Time

8:00 a.m. to 8:15 a.m. – Library/Story Time in Preschool Library

8:15 a.m. to 8:45 a.m. – Playground Time

8:45 a.m. to 8:55 a.m. – Bathroom and Handwashing and head to Preschool classroom

8:55 a.m. to 1:00 p.m. – Preschool Day

1:00 p.m. to 1:30 p.m. – Afternoon Circle Time

1:30 p.m. to 2:15 p.m. – Library/Story Time in Preschool Library

2:15 p.m. to 2:30 p.m. – Bathroom, hand washing and snack

2:30 p.m. to 3:00 p.m. – Playground Time/Large Group Activity/Music

3:00 p.m. to 3:45 p.m. – Center time, art, Dramatic play, blocks, manipulatives etc...

3:45 p.m. to 4:00 p.m. – Ending Circle Time

*Schedule and locations subject to change if needed

Policies and Procedures

Enrollment in the Before and After School program at the preschool constitutes an understanding that parents and students will abide by the policies listed in the following handbook and in the Parent/Student Handbook of St. Catherine of Siena Preschool.

Programs Expectations of Parents

Parents will:

1. Pay all fees on time (fees are paid through FACTS account withdrawal).
2. Keep their children's health and emergency records up to date with the preschool.
3. Provide a healthy snack that is safe for their child.
4. Pick up children on time, that is, by 4:00 p.m. at the latest. Please stay with your children when escorting them from the building after checking them out of the Before and After School program.
5. Send an email or written note if your child is not attending the Before and After School Program. This is optional but encouraged.
6. Pay attention to communications from the Before and After School staff members regarding their child's behavior and assist them with bringing about behavioral improvement when necessary.
7. Communicate with the school and program staff regarding care of their children.

Programs Expectations of Students

Students will:

1. Exercise self-control and take responsibility for their actions.
2. Obey the same rules of the preschool while attending the Before and After School Program.
3. Remain with the Before and After School staff and students at all times.
4. Properly take care of all Before and After School equipment, materials, and supplies.

Participation in the Program

For the children to participate in the Before and After School Program, parents should complete and turn in the following forms as soon as possible, and no later than the end of the first full week of school:

1. Before and After School Program Enrollment Form (Appendix A)

Rates

The following rates will apply to students using the Before and After School Program:

1. Registration Fee - \$45.00
 - a. One-time fee
 - b. Non-refundable
 - c. Fee is per child
 - d. Due upon registration
2. Before Care Fee - \$8.00 per day/per student
(for hours 7:45 a.m. to 8:55 a.m.)
 - a. Flat rate
3. After Care Fee - \$10.00 per day/per student
(for hours 1:00 p.m. to 3:00 p.m.)
 - a. Flat rate
4. After Care Fee - \$15.00 per day/per student
(for hours 1:00 p.m. to 4:00 p.m.)
 - a. Flat rate
5. A \$1.00 per minute/per child fee will be charged after 4:00 p.m.

Fees and Payment Policy

The Before and After School program salaries, supplies and administrative expenses are supported entirely by the fees listed above and are collected in the following way:

1. Due to staff to child ratios, signing up for the Before and After School Program will need to be done a month in advance. If you want to send your child to the Before and After School Program but have not signed up, if there are available slots and staff ratios can be met, your child may sign up.
2. All payments will be made through withdrawal from the family FACTS account when payment is due and/or fees are incurred.
3. Children may not be allowed to attend the Before and After School program if all forms are not submitted by the end of the first week of school.

Hours of Operation and Calendar

The first day of the Before and After School program will be the first day of school for your child for that year. The last day of the Before and After School program will be noted on the May calendar.

The hours of operation are from:

1. Before School – 7:45 a.m. to 8:55 a.m.
2. After School – 1:00 p.m. to 3:00 p.m.
3. After School – 1:00 p.m. to 4:00 p.m.

The Before and After School program will follow the same calendar as the preschool follows. When the preschool is closed for holidays or severe weather, the Before and After School program will be closed also. You can reference specifics in the St. Catherine of Siena Preschool Parent Handbook on page 22.

The following protocols are in place for parents of children who are picked up late from the Before and After School program:

1. Late Fees: \$1.00/per minute/per child after 4:00 p.m.
2. Late Fees: If you sign your child up for the After School from 1:00 p.m. to 3:00 p.m. and you are late, you will be charged for the full After School rate (1:00 p.m. to 4:00 p.m.)
3. The Before and After School program phone number is 770-590-0480. Please use this number for emergencies and to notify the staff if you are unable to pick your child up at the designated time (by 3:00 p.m. or 4:00 p.m.)
4. Parents who pick their child up late twice in a 3-month period will receive a letter reminding them of the hours of operation and Before and After School policies.

5. Parents who are late picking up children more than twice in a 3-month period may be asked by the preschool administration to consider alternate childcare options.
6. Late fees and all payments for the Before and After School program will be billed through the family's FACTS account.

Special Notes

1. There is no transportation provided for students. Students may only be picked up from the Before and After School program by parents, legal guardians or persons who have been given permission to pick them up on their emergency forms or by a signed note from parents/legal guardians.
2. All enrollment and emergency contact forms are to be kept current by the parents. Parents must provide to the preschool all information regarding emergency persons, names, employers, phone numbers and departure changes. The Before and After School program will use the same emergency forms as the preschool. The program's phone number is 678-385-9402. In case of emergency, the Before and After School staff will use the information provided on the emergency card to contact parents.
3. Parents will be responsible for providing a healthy snack for their child during the Before and After School program. Ideas for nutritious snacks can be found in the St. Catherine of Siena Parent Handbook on page 17.
4. If a student attends an on campus extra-curricular activity (dance class, tumbling class etc..) they may not attend the Before and After School program and afterwards. The student must be picked up directly from the on campus extra-curricular activity.
5. The Before and After School staff do not administer any medications except "life-saving" medications, such as inhalers and epi-pens. The Before and After School program follows the medication policy of St. Catherine of Siena Preschool as outlined in the Parent Handbook. Parents of students who require "life-saving" medications must provide the medications to St. Catherine of Siena Preschool. Should a child have any adverse reactions to "life-saving" medications, parents will be called immediately. If the staff deems it necessary, 911 will be called.
6. All of the Before and After School staff are CPR/First Aid trained.
7. To ensure the safety of your children, all students must be escorted from the Before and After School program by an authorized adult to the car after being signed out.

8. St. Catherine of Siena Preschool is secured during all times that the children are present. Parents may obtain access to the preschool by ringing a doorbell located outside the preschool door and being allowed in by authorized staff.
9. All specifics for the areas of health for your child can be found in the St. Catherine of Siena Preschool Parent Handbook on page 19-20.
10. The Child Abuse Prevention Covenant Statement can be found in the St. Catherine of Siena Preschool Parent Handbook on page 10.
11. The Positive Guidance and Discipline Overview for the children can be found in the St. Catherine of Siena Preschool Parent Handbook on page 12.
12. Emergency Procedure Plans can be found in the St. Catherine of Siena Handbook on pages 28-30.

Daily Schedule

7:45 a.m. to 8:00 a.m. – Morning Circle Time

8:00 a.m. to 8:15 a.m. – Library/Story Time in Preschool Library

8:15 a.m. to 8:45 a.m. – Playground Time

8:45 a.m. to 8:55 a.m. – Bathroom and Handwashing and head to Preschool classroom

8:55 a.m. to 1:00 p.m. – Preschool Day

1:00 p.m. to 1:30 p.m. – Afternoon Circle Time

1:30 p.m. to 2:15 p.m. – Library/Story Time in Preschool Library

2:15 p.m. to 2:30 p.m. – Bathroom, hand washing and snack

2:30 p.m. to 3:00 p.m. – Playground Time/Large Group Activity/Music

3:00 p.m. to 3:45 p.m. – Center time – art, dramatic play, blocks, manipulatives etc...

3:45 p.m. to 4:00 p.m. – Ending Circle Time

*Schedule and locations subject to change if needed

Activity Explanations

Morning and Afternoon Circle Time:

- Opening Song
- Attendance
- Calendar
- Weather
- Rhyme Time – Nursery Rhymes

Library/Story Time:

- Large group story time
- Small group story time

Playground Time:

- Outdoor playground time on fenced playground
- If rainy or cold weather, there will be Indoor playtime in large group room

Bathroom and Handwashing:

- All children to use bathroom and wash hands
- Snack time in afternoon care

Center Time Activities:

- Rooms set into various centers:
 - Dramatic Play
 - Puppet Show
 - Kitchen Area
 - Blocks
 - Manipulatives
 - Listening Center
 - Arts and Crafts
 - Easel Crafts
 - Science/Exploration
 - Puzzles

Large Group Activities:

- Music Room
 - Music and instruments
 - Music and dancing
 - Music and singing
- Large Activity Room
 - Movement
 - Work on all large gross motor skills using:
 - Balance beam
 - Parachute
 - Hoops
 - Balls
 - Balance boards
 - Balance pods

- Work on small motor skills using:
 - Bean bag toss
 - Throwing, catching, and kicking with small and large playground balls
 - Badminton
 - Paddle games

Ending Circle Time:

- End of the day song and talk

Emergency Procedure Plan

At St. Catherine's Preschool, we promote a safe environment, which is conducive to learning for children and staff. The following procedures shall be observed and followed by all St. Catherine's Preschool children and staff:

FIRE DRILLS

Fire drills shall be conducted unannounced at least once a month and the preschool will participate when given during our preschool hours. Upon hearing the sounding of the fire alarm bell, all children and staff shall evacuate the building along the designated route posted in each classroom. The children shall evacuate orderly and quietly.

1. All children shall stop work immediately at the sound of the alarm.
2. Children shall not stop to take books, coats, or other personal belongings with them except valuables immediately accessible, like purses.
3. Speed should be subordinate to control and order. Children should remain quiet at all times. No running or pushing.
4. The last one to leave the room shall check to be sure everyone is out and then close the door.
5. The teacher shall pick-up their attendance sheet and green/red cards and move with her class.
6. All school personnel and visitors shall leave the building immediately or as soon as their assigned fire duties are completed. Teachers are to take classes to the upper Church parking lot or to the field to the right of Herbert Hall, or to the grotto.
7. Children in music shall go to the grotto. Children in movement will go to the grotto or the side parking lot.
8. The teacher shall see that the class goes to its assigned position on the grounds, after which roll is called to make certain all children are present. Teachers should hold up a GREEN card if all children are present. A RED card is held up if a child is missing.
9. Any missing children shall be reported to the Director immediately. The teacher must remain with the class.
10. Teachers should move their children as far from the building as possible.
11. Children shall not stop in front of gates or other entrances or driveways that may be used by the fire department.

SEVERE WEATHER DRILLS

The following plan will be implemented in the event of severe weather warning.

Please read through this section and be familiar with your responsibility.

- **WATCH** A TORNADO WATCH MEANS CONDITIONS ARE RIGHT FOR A TORNADO. DURING A WATCH, BUSINESS IS CONDUCTED AS USUAL.

- **WARNING** A TORNADO WARNING MEANS A TORNADO HAS BEEN SIGHTED. DURING THE WARNING, WE WILL EXECUTE THE TAKE COVER POSITION. IF THE TORNADO IS NEAR, WE WILL EXECUTE THE DROP DRILL POSITION.

OUTSIDE PROCEDURE: During inclement weather all outdoor classes will be moved to the inside. In the event of a rapid approaching storm with no warning, follow these guidelines:

1. Crouch or lie down behind available protection.
2. If in the open, drop to the ground with your back to the sky.
3. Stay in this position until the drill is over.

EMERGENCY PROCEDURES & DRILLS

Emergency drills are to be conducted without talking and in an expedient manner. The first practice of each drill will be announced: however, other drills will be unannounced. All persons, including those in conferences, must participate in any emergency drill. Teachers should always take attendance sheets and green/red cards. Roll should be called outside after fire drill evacuation. Remain in your drill area until the appropriate all clear is sounded.

1. Fire Drills

- A. Warning signal will be the school fire horn.
- B. All clear signal will be three short bells.

- C. At the sound of the warning, teachers are to take their class out of the building to their designated area. Door and windows are to be closed.
- D. Fire drills will be held once each calendar month and the preschool will participate when given during preschool hours.

2. Take Cover Drill

- A. The beginning of the drill will be announced over the intercom.
- B. All clear signal will be over the intercom.
- C. At the sound of the warning, children are to proceed to their designated area as follows:
 - 1) Children in classrooms without windows are to remain in their rooms.
 - 2) Children in classrooms with windows are to move to a designated room without windows.
 - 3) Children in the movement room are to move to a designated room without windows.
 - 4) Children outside the building are to find the lowest elevation, such as a ditch.
- D. Upon arriving at their designated area, children are to assume the drop drill position.
 - 1) Drop to knees with back to windows and face wall, knees together.
 - 2) Clasp both hands firmly behind the head, covering the neck.
 - 3) Bury the face in arms, protecting the head. Close eyes tightly.
 - 4) Remain in this position for ten seconds. In an actual emergency, children would remain in their area and assume the drop drill position at the teacher's command (see #3 below).

3. Drop Drills

- A. There is no warning signal. The drill is conducted at the teacher's command.
- B. All clear will be the teacher's command.
- C. At the teacher's command, the children will:
 - 1) Drop to knees with back to windows and knees together.
 - 2) Clasp both hands firmly behind the head, covering the neck.
 - 3) Bury their face in their arms, protecting the head. Close eyes tightly.
 - 4) If outside crouch or lie down in low areas and behind any available

protection, but far away from trees and power lines.

4. **Bomb Threats:** If a bomb threat is received, we will follow the procedures as outlined below:

Total School Lock Down

CODE RED:

When the **Code Red** alert is given, the Director will take the following actions immediately:

- The Director or his/her designee will take appropriate action to investigate and determine the facts and circumstances surrounding the lock down.
- Turn off the bell system.
- An incident log will be maintained to include times of notifications and actions taken.
- Teachers will close and lock their doors immediately and create a list of children not in class.
- Kevin McLeod, Director of Facility Management, will be notified immediately.
- All adults who do not have supervisory responsibility for children will report to the front office for monitoring, reporting, and supervision.
- All classes that are participating in outside activities should remain outside until notified of the appropriate response.
- Appropriate public safety and medical assistance will be summoned as appropriate.
- An announcement to children and staff will be made as quickly as circumstances will allow. Factual, timely information will assist in rumor control.
- Prepare a letter to be sent home explaining the facts and circumstances surrounding the incident and the action taken.
- A **Code Red** also means that there is an emergency staff meeting at the end of the school day.

Bomb Threat/Biological Incidents

CODE BLUE:

When the **Code Blue** alert is given, the Director will take the following actions immediately:

- Immediately begin documenting the event.
- Attempt Call Tracing
- The Director or designee will immediately begin a threat assessment.

- Notify the Director of Facility Management, Kevin McLeod.
- Conduct fire drill if facility is to be evacuated.
- Based on the threat assessment, make a decision to conduct an overt or covert search.
- An active response to the threat must be made.

General Heightened Security Alert

CODE YELLOW:

When **Code Yellow** alert is given, the local school administration will take the following actions immediately:

- Contact Kevin McLeod, Director of Facility Management immediately.
- Communicate the facts and circumstances surrounding the security alert.
- Immediately begin documenting the event.
- Take the appropriate action.

Normal School Operations

CODE GREEN

The Director or designee, after appropriate consultants, declares a **Code Green**—back to normal operations. To reduce any confusion that might result, teachers will need to be advised of any class situations.

The Before and After School
Handbook Acknowledgement Form

I request to enroll my child _____ in the St. Catherine of Siena Preschool Before and After School program for the 2024-2025 school year.

I understand the Before and After School program is open according to the official calendar of St. Catherine of Siena Preschool and is closed during vacations, all holidays, teacher workdays, inclement weather days and other designated days.

1. I understand that I am responsible for payment of fees, which will be withdrawn through my family's FACTS account for my child in the Before and After School program. Should I decide to withdraw my child from the program, I will give one week's notice in writing to the discontinuation of this service and understand the registration fee is non-refundable.
2. I understand rates are charged in daily increments. I must sign out my child with my signature and time unless being dismissed through carpool.
3. I will update my child's file information with the preschool office, according to the policies of the Before and After School program.
4. If a medical emergency arises, the Before and After School program staff will attempt to contact me. If I cannot be reached, the staff will contact 911 and the emergency contact person whom I have listed as will be contacted. If the emergency is such that immediate hospital attention is necessary, an ambulance or emergency vehicle may take my child to the hospital.
5. I agree to adhere to the policies and procedures of the Before and After School program as stated here and in the Parent Handbook.
6. I give permission for my child to participate fully in the Before and After School program.

Signature

Date

Printed Name