



**Before and After School Care**

### **BEFORE AND AFTER SCHOOL CARE POLICY 2023**

Little Angels Before and After School Care offers before care for all children attending St. John the Baptist Catholic School. Little Angels is a service that provides before and after school care for parents who need the service throughout the school year on an ongoing basis. All children who attend before and after school care will be cared for by one of St. John's caring and experienced staff members. If your child attends before and after care at St. Johns, you will have the peace of mind knowing there is no need for transportation to and from another facility for care. Your child will remain safe in one location throughout the day. Your child will have the opportunity to socialize, do homework, play outside (weather permitting), or just relax before and/or after class.

Care is available from 6:00 am to 6:00 pm Monday thru Friday. Drop off and pick up for before/after care will be at the side door, by the preschool playground. Please stand in front of the intercom and ring the bell upon arrival and a staff member will answer. Children dropped off in the morning who are not signed up for care prior to that morning will be turned away. This is necessary due to state mandated teacher/child ratios. If you arrive to school before 8:30 am and your child is not signed up for before care, children are not able to be sent to Little Angels to wait for school to begin. Children should be dropped off at 8:30 and no earlier. If you need care at the last minute in the morning, you can call the school at 235-3525 ext. 301 for the Little Angels room and talk to a staff member to find out if space is available and your child can be accommodated. If so, there is a \$15 drop in fee per child plus the regular cost of care, which is \$8 per hour per child. Care is available until 6:00 pm. If your child is picked up after that time, there will be a \$15 charge for each child for the first 15 minutes and \$1.00 for each additional minute after that.

When signing your child up for before/after care we require, at a minimum, 24-hour notice. Little Angels is not available for one time drop-ins for students not registered in Little Angels. However, drop-in service is available to those who use the service throughout the school year, upon availability at an additional fee. Any child not signed up the prior day for before care or by 6:00 pm the day before for after care will be subject to a \$15 drop in fee per child, space permitting. Also, if your child is signed up for after care and you cancel that same day after 7:00 am, there will be a \$15 cancellation fee per child plus the cost of care for the number of hours they were supposed to be in after care.

If your child is signed up for before care and does not show, except in the case of emergency or illness, there will be a \$15 no show fee per child. This is necessary because staffing is scheduled at the beginning of each week based on the number of children signed up for before/after care. All fees will have a one time grace period per school year, with fees being incurred for the second infraction without further notification. Also, please be sure to notify Little Angels Director if your child is going to be dropped off earlier than scheduled, especially if they are schedule between 6 am and 7 am. Little Angels staff members arrive in the morning according to when the first child is scheduled to arrive. Therefore, there is a chance no one will be here if you come earlier than scheduled in the morning. We are happy to accommodate early arrivals with prior notification.



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The cost for before and after school care is \$8.00 per hour per child. Care will be charged at the full \$8 for the first hour of before care and the first hour of after care regardless of the length of time child is in care. After that first hour the charge will be on the half hour. A \$100 deposit for each child is required at registration. This money will be put towards the cost of care. Billing will be through our STS Tuition Management System twice a month. Any outstanding balance must be paid within 30 days of the bill date. If no payment is received after one month, or you owe more than \$300 on your child's account, your child will not be allowed to continue in Little Angels until the balance is paid in full. We do, however, realize that sometimes difficult situations occur, if this is the case please contact either Debbie Gardecki or Michelle Williams to work out a special arrangement.

Little Angels Before and After School Care will be following the same snow policy as St. John the Baptist Catholic School. If the school is operating on a 2 hour delay, Little Angels will open at 9:30. This will allow time for our parking lot to be cleared and salted. It will also allow schools to further assess the roads to be sure they are safe and it is not necessary to close. We feel this is an important step in making the safety of both our students and staff a priority; therefore, if the school is closed due to inclement weather, Little Angels will also be closed. In the event of early dismissal, Little Angels Before and After School Care will follow the school. If the school closes early, parents will have until 1 hour after the elementary school dismissal to pick up their child from care. When after school activities are cancelled for Southern York County School District, but there is no early dismissal, Little Angels aftercare will also be cancelled. Preschoolers will need to be picked up by 3:30. In this instance, all Elementary school children will be dismissed at regular dismissal time. This will give students and staff an opportunity to get home safely. If a child is not picked up within 1 hour, a late penalty of \$15 for the first 15 minutes and \$1.00 per minute per child after that will be incurred. In the event of inclement weather, you will receive a recorded phone call informing you of the delay, cancellation, or early dismissal. You can also follow WGAL8 and FOX43 or check our Facebook page and website for closings and delays. Little Angels will not be listed separately from St. John the Baptist Catholic School on the news stations.

If you have not already done so, please pick up a registration form in the school office for before/after care. If your child attended before and/or after care for the 2022-2023 school year, you will need to fill out a new registration form and send in a \$100 deposit for the 2023-2024 school year. This will insure that your child has a space in before/after care for the upcoming school year. Please be sure to include your schedule with approximate times you will be dropping off or picking up your child. For more information, please feel free to call me at 235-3525, ext. 301 or email me at [dgardecki@sjbncf.org](mailto:dgardecki@sjbncf.org).

Thank you!

I agree to adhere to the above policies: