

## Saint Bridget After School Program

Dear Parents,

The Saint Bridget After School Program is fully licensed as an After School Program through the Department of Social Services, Commonwealth of Virginia. Saint Bridget after school staff are committed to providing a quality program where children are helped to grow in maturity and self-respect, while at the same time, developing respect and understanding for others. We continue to plan a theme-based curriculum which includes exposure to academic, social, and spiritual issues.

If you wish to re-enroll your child(ren) in the Saint Bridget After School Program for the 2018/2019 school year simply complete the enclosed Saint Bridget Emergency Contact/Update Form (**one per child**) and return it to the school office with your **\$20.00** registration fee (**per year/per family**). **Please complete this form carefully as this new copy of the Emergency Contact/Update Form replaces last year's form making last year's form invalid. Please note that incomplete forms will not be accepted and will be returned to you to be completed which will delay your re-enrollment in the program.**

The enclosed rate sheet lists all fees associated with the After School Program and our hours and days of operation. **Please note that all Saint Bridget After School accounts must be paid off from the 2017/2018 school year in order for this application for re-enrollment to be considered active for the 2018/2019 school year.** Any credits from the 2017/2018 school year will carry over to the 2018/2019 school year.

Please note that the state only requires the After School Registration Form (**one per child**) to be completed **once** when you initially enter your child(ren) in the program.

In addition, the state requires that each child enrolled in the program have a complete State Health Form on file in the school clinic. A copy of both forms should already be in your child's After School file. Please note that the health form is acceptable as long as it

is up to date and signed by a physician. If we need further information, we will contact you.

This packet is for **re-enrollment only**. If you would like to register sibling children who has not been registered in the Saint Bridget After School Program previously, you must complete **an After School Registration Form for each new child, as well as an Emergency Contact/Update Form and provide a copy of that child's State Health Form**. These forms may be obtained in the school office or on the school website.

As you know the After School Program follows the Saint Bridget After School Parent Handbook in addition to the Saint Bridget School Handbook. You are required to adhere to both handbooks.

Please note that **all children must be PRE-REGISTERED (a minimum of 24 hours in advance) in order to attend the After School Program for any length of time**. The After School Program will begin on the **first full day of school** for the 2018/2019 school year.

If you have any questions, please call the school office at 288-1994. Thank you for your continuing support and generosity as we look forward to another year in the After School Program.

Sincerely,

Kathleen M. Shepherd  
Saint Bridget After School Director

# Saint Bridget After School Program Emergency Contact/Update Form

Child's Name \_\_\_\_\_ Date \_\_\_\_\_  
School Year Applying for \_\_\_\_\_ Grade \_\_\_\_\_  
Father's Name \_\_\_\_\_ Father's Home Phone \_\_\_\_\_  
Father's Home Address \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Father's Business Phone \_\_\_\_\_ Father's Cell \_\_\_\_\_  
Mother's Name \_\_\_\_\_ Mother's Home Phone \_\_\_\_\_  
Mother's Home Address \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Mother's Business Phone \_\_\_\_\_ Mother's Cell \_\_\_\_\_

**\*\*In the event of an emergency, it is best to contact  
\_\_\_\_\_ first (mother, father, no preference).**

**\*\*Emergency Contacts: If a parent(s) cannot be reached and their  
relationship to the child.**

1. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Business Phone \_\_\_\_\_ Relationship \_\_\_\_\_
  
2. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Business Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**\*\*Persons(s) Authorized To Pick Up Child**

\_\_\_\_\_

\_\_\_\_\_

**\*\*Person(s) NOT Authorized To Pick Up Child**

\_\_\_\_\_

\_\_\_\_\_

**\*\*Any Other Updated Information – Changes to medical or allergy  
information? Please list below.**

\_\_\_\_\_

\_\_\_\_\_

Saint Bridget  
After School Program  
Parent Handbook

Revised 8/6/18

## **Saint Bridget After School Program** **Parent Handbook**

Parents, students, and staff of the Saint Bridget After School Program must abide by all of the policies and procedures of Saint Bridget School as stated in the "St. Bridget Parent/Student Handbook" which is distributed annually. In addition, after school parents, students, and staff must adhere to the policies and procedures listed in this parent handbook.

### **Philosophy/Goals:**

Saint Bridget After School Program seeks to provide a quality program where students are helped to grow in maturity and self-respect, while at the same time, developing respect and understanding for others. The after school staff strive to develop moral decision-making and critical thinking skills that empower students to become lifelong learners. The program's goal is to plan a theme-based curriculum which includes exposure to academic, social, and spiritual issues.

The Saint Bridget After School Program is supported by Saint Bridget School. The Principal, therefore, is the Administrator of the program and is responsible for all policy making decisions, as well as, all operation and management decisions regarding the program. The After School Program is lead by a Director, followed by Program Leaders, Assistants, Substitutes, and Volunteers who all report to the Principal.

### **Admission Policies/Registration:**

In order to register a student for the Saint Bridget After School Program, an After School Registration packet must be completed and returned along with the annual registration fee to the Director. All students must be **pre-registered** in order to attend the After School Program for any length of time. Parents may register students at any time throughout the year, provided there is space in the program. The St. Bridget After School Program is open to any student in grades Junior Kindergarten (**who has reached his/her fourth birthday**) through 8<sup>th</sup> grade.

### **Operating Information:**

#### **Location:**

Saint Bridget After School Program operates within the grounds of Saint Bridget School, specifically the cafeteria, classroom space, outdoor play areas (playground and blacktop), and Mother Presentation Hall (MPH) at 6011 York Road, Richmond, VA 23226. The Director can be reached and messages on the After School cell phone **(804) 441-1523**.

#### **Hours of Operation:**

The After School Program is in operation from 2:50-6:00 pm Monday through Friday.

**After Closing Late Policy:**

The after school staff are employed until 6:00 pm. You are requested to respect the time of closure. The After Closing Late Policy states that there will be a charge of \$5.00 per student for every 15 minutes or portion thereof that a parent/guardian is late past the close of the program. This fee is to be paid directly to the staff members who have stayed with the student/students. If a student is not picked up due to an emergency situation, including, but not limited to, inclement weather or natural disasters, parents are asked to try to call the school as soon as possible to inform the staff of the situation. At 6:15 pm the staff will call the student's parent/guardian, followed by the emergency contact persons that have been listed on the student's "Saint Bridget Emergency Contact/Update Form". At least two staff members will stay with the student until he/she is picked up.

**Closings:**

The After School Program follows the school calendar. The program is closed on days when school is not in session and on the half days before holidays (Christmas, Easter, etc.).

**Extended Hours:**

The After School Program will offer extended hours on early dismissal days for an additional fee as announced by the Director. Care is offered from the early dismissal until 6:00 pm. Please refer to the rate sheet included in your registration or re-enrollment packet for exact fees.

**Program Information:**

**Attendance/Extra-Curricular Activities:**

The Director or Program Leader takes roll at the beginning of the program each day. If a student joins the After School Program from an extra-curricular activity **within the school grounds** on a **regular** basis, an "Extra-Curricular Activity Permission Form" must be on file for that student. This form gives written permission for a student to enter the After School Program late or to leave and come back to the program from an extra-curricular activity held within the school grounds, such as, but not limited to, tutoring, Chess Club, Daisy or Brownie Scouts, band lessons, or sports practices. **NOTE:** This does not include one time events such as makeup exams or study sessions. **Advanced written permission** for any special one time event must be received by the Director before a student will be allowed to leave the After School Program. Students entering the program late must see the Director or a designated staff member to be signed into the program.

**Sign-out Policy:**

Parents/guardians are **required** to sign their student/students out on the main attendance roll **in the cafeteria** each day. A student will only be allowed to leave with those persons authorized by the parents/guardians on the student's registration and "Saint Bridget Emergency Contact/Update" forms. If, for some reason, a person other than those authorized is to pick up a student, **written permission** for this change must be given to the Director **in advance**. Staff may ask for proof of identification in the form of a driver's license or an identification card **at any time** before allowing any student's release.

**Facilities:**

Saint Bridget After School Program operates within the grounds of Saint Bridget School specifically the cafeteria, classroom space and outdoor play areas (the playground and blacktop). Mother Presentation Hall (MPH) is also used in times of inclement weather instead of the outdoor play areas.

**NOTE: Students may only use the main foyer doors in order to enter and exit the outdoor play areas.** Students may not use the "flagpole" doors or the Snowball Lane door in the cafeteria unless they are given permission by **and accompanied by a staff member**.

**Daily Schedule:**

See "Saint Bridget After School Program; Daily Schedule" attachment.

**Transportation Policy:**

Since Saint Bridget After School Program is located within the school grounds as a service to many working parents, field trips requiring students to be driven to off site locations are not offered. Occasionally, the Director may bring in special guest entertainers; at which time parents will be notified in advance of the event and will be advised of any extra fees associated with the event.

**Health Requirements:**

The state of Virginia requires that each student enrolled in the Saint Bridget After School Program have a complete and **up-to-date** State Health Form on file in the school clinic. A copy of the form is placed in each student's after school file. The Director or school clinic will inform parents if their student's health form needs to be updated.

**Medication Policy:**

Medications (prescription or over-the-counter) that need to be administered to a student during after school hours must be delivered to the **school clinic**, and the parent/guardian must sign an **“After School Authorization to Administer Medication Form”**. Parents/Guardians will then follow the guidelines involving medication as stated in the “St. Bridget Parent/Student Handbook”. **All medications (prescription and non-prescription) must be in their original container labeled with the name of the medication, the student’s name, and either the dosage and times to be given (for prescription medications) or the direction label (for non-prescription medications).**

The school clinic will then deliver the medication and the authorization form to the After School Director who will lock the medication up until it is administered. It is required that at least one after school staff member be present at all times who has completed an approved Medication Administration Training (MAT) Program. The Director will be responsible for informing the appropriate staff member(s) of the medication authorization and the need to dispense medication. The Director will return the medication to the parent(s)/guardian the day it is dispensed or to the school clinic the following morning.

The parents will receive written notification when the “After School Authorization to Administer Medication” has run out. If the authorization is not renewed or the medication is not picked up within 14 days, the medication will be disposed of by the Director.

**Over-The-Counter Skin Products:**

Authorization for after school staff members to apply over-the-counter skin products such as, but not limited to, sunscreen and insect repellent has been given on each student’s registration form. Any adverse reactions to these products must also be listed on each student’s registration form. All over-the-counter skin products must be in the original container labeled with the student’s name and the direction label. Students nine year of age or older can apply their own sunscreen if supervised; however, all insect repellent must be administered by a staff member. Sunscreen may be kept in student’s backpacks; however, all insect repellent must be given to the Director or a designated staff member for storage. Any prescription skin products will be treated as medication, and parents should follow the medication policy stated above.



**Illness:**

Please refer to the “Saint Bridget School Parent/Student Handbook; Health Regulations; Illness”. The after school staff are trained on the daily health observations of children. If a student appears to look or feel ill, he or she will be isolated, and every effort will be made to make him/her comfortable. The Director or a designated staff member will contact a parent/guardian, and the parent will arrange to have the student picked up as soon as possible, if so requested.

**Accidents/Injuries/Emergencies:**

There will be at least one staff member trained in both first aid and CPR at all times in the event of emergencies; however, all after school staff will have access to first aid kits and will treat students for minor injuries.

Once an after school student has been treated for any accident or injury occurring within the Saint Bridget After School Program, the information regarding the injury will be recorded on an “Accident/Injury Report Form”. The parent/guardian will be informed of the accident/injury in one of three ways, depending upon the extent of the injury.

**For all minor injuries;** the “Accident/Injury Report Log Book”, which contains all current Accident/Injury Report Forms, will be kept by the sign-out sheet in the cafeteria, and a staff member will inform the parent of the injury **in person**. In addition, a post-it note will be placed on the attendance roll next to the student’s name to alert the parent/guardian of the accident/injury.

**For more serious or major injuries;** the parent/guardian will be **called** by the Director or a designated staff member, the injury will be recorded in the log book, and a **copy** of the form will be given to the parent/guardian, as well as the school clinic on the next school day.

**Playground Safety:**

See “Playground Safety Procedures” attachment.

**Crisis Management Plan:**

Please refer to the “Saint Bridget School Parent/Student Handbook” under “Crisis Plan”. Should it be necessary to implement any part of the plan, the After School Director will follow the procedures and communicate information in order to make decisions and take actions that are rapid and appropriate for the safety of all of the students. Parents will be informed of any emergency situation using each student’s “Emergency Contact/Update Form”. Parents should inform the Director immediately as changes occur in their student’s “Emergency Contact/Update Form”. In the event of an emergency which necessitates the total evacuation of the school, our evacuation location is St. Stephen’s Church and School located at 6000 Grove Avenue, Richmond, VA 23226.

**Policy For Reporting Suspected Child Abuse:**

As required by the Diocese of Richmond, all after school staff, substitutes, and volunteers are required to complete the Virtus Training, "Protecting God's Children", before working with students. In addition, it is required by Virginia law that the Saint Bridget After School Program report whenever there is suspicion of a child being abused or neglected. Concerns must be immediately reported to the local department of Social Services or to the Child Abuse and Neglect Hotline. There is not a need to prove that abuse or neglect has taken place; local departments of Social Services are responsible for making this determination.

**Visitors:**

Parents are welcome in the Saint Bridget After School Program at all times when their child is present. Non-custodial parents are welcome in accordance with custody agreements. In order to ensure the safety of each student in the program, all visitors must check in with a staff member before interacting with the students.

**Discipline Policies:**

Please refer to the St. Bridget Parent/Student Handbook under "Discipline Policies", "General Behavior Expectations", "Rule Violations", "Law Violations", "Disciplinary Process", "Suspension", & "Expulsion".

Discipline methods are fair and consistently applied and take into consideration the age and stage of the development of each student. Staff members model appropriate behaviors, reinforce positive behaviors, and teach students strategies that help them to function in a group setting. If misbehavior does occur, staff members first talk to the student and help them to resolve the problem. This may include removing the student from the situation and redirecting them to more appropriate actions.

Physical punishment of any kind is never allowed, and discipline will not be associated with food or bathroom procedures (punishment for toileting accidents, for example). Rationale for procedures will be explained and related to the student's well being and to the rights and safety of others. Techniques of managing behavior shall not be humiliating, shaming, or frightening to the student. The emotional health and personal dignity of the student is a prime consideration whenever discipline is necessary.

The Principal, in consultation with the Director, reserves the right to dismiss or suspend any student from the Saint Bridget After School Program if it is determined that the program cannot meet the needs of the student and/or the family.

**Parent/Teacher Conferences:**

The Director is available throughout the year to discuss your student's development and progress. Formal opportunities are available in conjunction with school parent/teacher conference days. Parents will be given the opportunity to sign up for such a conference if they feel this is necessary.

**Food Policies:**

Each student is served an afternoon snack each day which meets USDA requirements. It is our goal to help students foster good, healthy eating habits. A menu listing snacks for the current one week period or more will be posted in the after school space in the cafeteria visible to parents. If, for medical or religious reasons, a special diet is necessary, arrangements may be made with the Director for food to be brought from home.

**NOTE;** Juice, water, or sodas may only be purchased by students **as they leave the After School Program under the supervision of their parent/guardian.** Drinking fountains are accessible to students at all times in the cafeteria or in MPH. For health and cleanliness reasons there will be no eating or drinking outside of the scheduled snack period indoors or in the outdoor play areas unless it is provided by the program.

**Dress Code:**

Play clothes or casual clothes are welcomed and encouraged, provided they meet the guidelines for "Spirit Day Attire" as stated in the "St. Bridget Parent/Student Handbook". Students may change out of their uniforms and into other clothing when they arrive in the program. Outdoor activities are almost always an option for after school students, depending on the weather. Parents are asked to make sure that students are dressed appropriately for the weather. Students may change into sports uniforms or other special attire in preparation for parent pick ups to outside activities as needed and appropriate.

## **Financial Information:**

### **Payment Policy:**

It is expected that payments to the Saint Bridget After School Program will be made **weekly on Friday or the last day of the child's attendance for the week**. Payment is to be made by **check only** (no cash, please). Checks are to be made payable to "Saint Bridget School" with a notation of "After School" on the memo line of the check. **The business office at Saint Bridget School handles all financial payment issues.**

Checks may be left with the After School Director or sent directly to the office. The "past due" amount listed on the roll reflects payment owed for **previous attendance** and/or other fees associated with the program. This amount should be **added** to the current week's payment. Please note that a **credit** for overpayment of fees is indicated under the "past due" column by a **(-) sign**.

Arrangements may be made with the business office for another payment schedule. Failure to make a payment in a timely manner and/or to contact the business office in regard to past due after school payments may result in a student's academic records being withheld, the inability of that student to either continue in the program for the current year or to re-enroll for the following year, and/or the termination of the student from the After School Program,

### **Tax Information:**

Receipts are available upon request for tax purposes. A year-end receipt is also available to each family in January. Dependent care vouchers or other related documents can be verified and signed through the business office of Saint Bridget School.

# Saint Bridget After School

# Parent Agreement Form

Parents/guardians and their child (ren) are asked to read this handbook carefully. Parents are asked to sign the agreement on the line below. All forms are kept on file. The After School Program Director, in conjunction with the Principal, retains the right to amend this handbook for just cause at any time and parents will be given prompt notification if changes are made. Addendums to the document may be sent home to parents during the year.

We have received and will read this handbook and agree to abide by all of the policies and procedures contained herein.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(date)

# Saint Bridget After School Program Emergency Contact/Update Form

Child's Name \_\_\_\_\_ Date \_\_\_\_\_  
School Year Applying for \_\_\_\_\_ Grade \_\_\_\_\_  
Father's Name \_\_\_\_\_ Father's Home Phone \_\_\_\_\_  
Father's Home Address \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Father's Business Phone \_\_\_\_\_ Father's Cell \_\_\_\_\_  
Mother's Name \_\_\_\_\_ Mother's Home Phone \_\_\_\_\_  
Mother's Home Address \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Mother's Business Phone \_\_\_\_\_ Mother's Cell \_\_\_\_\_

**\*\*In the event of an emergency, it is best to contact \_\_\_\_\_ first (mother, father, no preference).**

**\*\*Emergency Contacts:** If a parent(s) cannot be reached and their relationship to the child.

1. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Business Phone \_\_\_\_\_ Relationship \_\_\_\_\_
  
2. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Business Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**\*\*Persons(s) Authorized To Pick Up Child**

\_\_\_\_\_

**\*\*Person(s) NOT Authorized To Pick Up Child**

\_\_\_\_\_

**\*\*Any Other Updated Information – Changes to medical or allergy information? Please list below.**

\_\_\_\_\_

\_\_\_\_\_