

The Caring Corner at Saint Martha School



Before and After School Program

Before Care Hours: 7:00 a.m. - 8:00 a.m.

After Care Hours: 3:00 p.m. - 6:00 p.m.

Early Dismissal Hours: 1:00 p.m. - 6:00 p.m.

We also provide a schedule of full day care during the school year on in-service days (pre-registration required)

Saint Martha School

214 Brainard Road

Enfield, CT 06082

Caring Corner: 860-741-6123

School Office: 860-745-3833



We are asking parents to carefully read this informational packet. **Please fill out the Registration form, Emergency Address & Signature form, The Pledge, and the Signature half sheet agreeing to Caring Corner rules, fees, and pickup procedures and return all completed and signed forms.** If you have any questions regarding the policies or procedures of the Caring Corner please contact us at any time.

Our Staff

Mrs. Sue Bergeron - Caring Corner Program Director

Phone: 860-741-6123

Email address: sbergeron@stmarthact.eduk12.net

Additional Staff:

| | |
|---------------------|-----------------------|
| Mrs. Kathy McKinney | Before School Program |
| Mrs. Lorry Potvin | After School Program |
| Mrs. Amy Hinkle | After School Program |

The philosophy of The Caring Corner at Saint Martha School is based on the Law of Love; to love God and to love one another. Through this philosophy we are able to provide a safe, stable, and caring environment for the children. The program is run as a "home away from home" where Christian values of love, dignity, respect, and a sense of belonging to God's family are always instilled.

The Caring Corner is staffed with individuals who promote an atmosphere of support, both emotionally and academically. The children will participate in structured activities and will also be encouraged to explore their own individual interests.

The before school hours are: 7:00 am to 8:00 am every day and 9:00 am to 10:00 am on late opening days for inclement weather.

The after school hours are: 3:00 pm to 6:00 pm every school day and 1:00 pm to 6:00 pm on early dismissal days.

We also provide a schedule of **full day care** during the school year including care on in service days.

THINGS WE DO

Snack is eaten usually around 3:15 p.m. Children may bring their own snack to the after school program or a snack will be provided for a cost of 50-cents which includes juice. After snack time, the children will begin their homework period. Our staff splits the children into smaller groups to provide assistance and guidance. We do our best to help all our students but we would like to remind every parent that checking assignments is the parents' responsibility. Upper grades have a larger amount of homework and often there is just not enough time, considering the number of children that we have and the other activities that they like to do.

When homework has been completed, we try to let the children choose what they would like to do at this time; they may go outside and play on the playscape (weather permitting), or participate in various activities. Reading, coloring, games, and arts and crafts supplies will be provided to the children for indoor fun. It is suggested that children bring a change of clothes so their uniforms do not get ripped or dirty while they play. Soccer balls and other games will be available.

BEHAVIOR

We seek to provide a safe place where the children can spend their time productively and safely. Christian values of love, respect, and dignity are always instilled. We are a service for the families of Saint Martha School; anyone can use the program, even occasionally. We expect every child to behave according to the same rules that are in force during the school day and according to the **Pledge** included in this packet. *Disruptive and disrespectful behavior could and will result in suspension from the program.* Please refer to the parent handbook for further details.

FEES

This program is entirely funded by the fees. Fees are charged only on the days your child attends the program. A child may go to the Caring Corner any day of the week, morning and/or afternoon. If your child is not a regularly scheduled participant in the After School Program, we require a note or phone call to the school office notifying us to expect your child that afternoon. There is no Registration Fee, but we require filling out a registration form as this information will help us to better serve you and your child/children.

The program fees are \$8.00 per hour or any part of it for one child; \$5.00 per hour or any part of it for each additional child. Please note we **do not have** a 30 minutes charge, so if you pick up your child/children 10 minutes past the hour, you will be charged for the full hour. An \$8.00 charge will be assessed for every fifteen (15) minutes, or portion there of, if a parent or guardian is late picking up their child **after 6:00 pm**. Under no circumstances will a child be allowed to leave by themselves.

At the end of each month, every child attending the Caring Corner will bring home a statement. Charges will be applied to the Smart Tuition account.

Any time you have doubts or questions about your bill, do not hesitate to contact the director.

Thank you for choosing Saint Martha School.

Please sign and return bottom portion only

I have reviewed and understand the Caring Corner Rules, Fees, and Pick-Up Form.

Name of Student(s)

Grade

Parent/Guardian Signature and Date



SCHOOL YEAR : _____

The Caring Corner at Saint Martha School
Before and After School Program
Registration Form

Child's Name _____
(Last) (First) (Middle) Grade

Address _____
(Street) (Town) (Zip)

Child's birth date _____

Father's Name _____

Father's Address _____

Father's Telephone Number _____ cell _____

Father's email _____

Mother's Name _____

Mother's Address _____

Mother's Telephone Number _____ cell _____

Mother's email _____

Legal Guardian _____ Telephone _____
(if other than parent)

Guardian's Address _____

Days that the child will attend (Please check):

| | Before School Program | After School Program |
|-----------|-----------------------|----------------------|
| Monday | _____ | _____ |
| Tuesday | _____ | _____ |
| Wednesday | _____ | _____ |
| Thursday | _____ | _____ |
| Friday | _____ | _____ |

I (We) have read the Fee and Pick-up Policy of the St. Martha Before and After School Program and agree to comply with these policies.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

THE CARING CORNER AT SAINT MARTHA
Before and After School Program Pledge

I PLEDGE - I PROMISE:

- TO FOLLOW ALL INSTRUCTIONS GIVEN BY TEACHERS.
- To set a good example.
- To be respectful, kind and polite to the teachers as well as to all the children.
- To follow the rules and the routine of the program.
- To eat snacks at the table and clean up properly when I am finished.
- To play quietly while others are doing homework.
- To avoid rough play and to treat the toys, games and crafts that I play with respectfully.

I understand that only by obeying the rules I will be allowed to be part of the Caring Corner.

Student signature..... Date.....