

## **St. Joan of Arc Before and After Care Program Guidelines/Reminders:**

The St. Joan of Arc Before and After Care (BAC) Program provides quality before and after school care to our school students in a comfortable, safe, and convenient setting. Our program strives to provide our students with an experience consistent with our school values while providing individual attention, supervision, and security within our God-centered environment.

Please drop off and pick up your child using the back doors of the cafeteria where the afternoon car line forms. Please park and enter the cafeteria to sign your child in and out.

The Before School Program is from 7-8am. Books, games, etc. will be available to the children.

The After School Program will be as follows:

3:00-4:00 Check in, store bookbags/belongings, snack(provided), homework. If you want your child/ren's homework done at home please let us know this in writing.

4:00 -5:00 Outside Play- Organized and Free Play (weather permitting)

5:00-6:00 Daily Activities (Computer Day, Gym Day, Movie Day, Art/Crafts Day and Seasonal Cooking Day, ie. Halloween cupcake)

### **REMINDERS:**

\* On school holidays and snow closing days, the Before and After Care Program will be **closed**. If there is no school- there is no Before/After Care.

\* After Care will be **closed** on the following half-days: the day before Thanksgiving(11/23), Christmas(12/23), Easter(4/5), the Friday before Memorial Day(5/25) and the last day of school (6/18).

\* If there is a *2 hour school delay*, the Before Care Program will open at **9:00 am**.

\* If school *closes early due to bad weather*, the program will close at **4:00 pm**.

\* If your child is scheduled to stay on a **half-day** during the year, please remember to pack a **lunch and drink**.

\* If your child is not attending After Care on their previously scheduled day, please send in **two (2) notes**, one for the homeroom teacher and one for the office advising as to how your child/ren are getting home. There will be **no credit** given if your child is not at BAC on their scheduled day unless your child is home from school sick for 3 days or more. Credit will be given if school is closed for a snow day, etc.

\* **All monthly calendars will be on the SJA website ([www.stjoansk-8.org](http://www.stjoansk-8.org))**. BAC information is under the heading, *"About Our School"*. Please print, complete and return monthly calendars with payment to the school office by the date indicated. **Please remember that late calendars/payments will be charged \$10.00**

\* Please pick-up your child by **5:55pm at the latest as the After Care Program closes at 6:00pm**. A **\$20.00 late fee** will be strictly enforced at **6:01pm** so please allow for traffic, bad weather etc. A call to the BAC cell phone, **(856-701-5838)** is required, but does not replace a late fee. The BAC cell phone clock will be used to determine late charges.

\* **NO** children are allowed cell phones, ipods, ipads or other hand held devices at BAC as per school policy.

Thank you for your cooperation and please do not hesitate to call the school office with any questions or concerns.