

Dear Parents,

The staff of Saint Bernadette School's Beyond the Bell Aftercare welcomes you and your children! Our purpose is to provide a safe and secure environment for your children during after-school hours.

Saint Bernadette School's Beyond the Bell Aftercare Program is available to students in kindergarten through eighth grade who are currently enrolled at Saint Bernadette School.

From 2:30 to 3:30 pm students will be (completing homework) and (having a snack) in Dempsey Hall. Please remind child(ren) to have essential tools to do homework (i.e. pencils, rulers, erasable pens). Also, returning to classrooms is prohibited so bringing all required homework is imperative.

After 3:30 pm, students will be located primarily in the Gym. During the warm weather we will be located at the school playground, across from the Parish Office.

For pick up location, look for the "green guy" outside the gym pick up door or on the hill by the playground.

Your children may bring play clothes and shoes that are appropriate for the weather or they can remain in their Saint Bernadette School uniform. If you choose to send play clothes, please be certain to label *all* articles of clothing (including their uniforms, blouses, shirts, pants, sweaters, sweatshirts, coats and shoes).

When you come to pick up your child for the day, a photo I.D. may be required until our staff becomes familiar with you or those designated to pick up your child. Please see staff for locations for child pick-up.

If at any time you need to reach one of the staff members during aftercare hours (2:30 pm until 6:00 pm), please call 440/724-3566. You can also call the school office during the school day at 440/734-7717.

We look forward to spending time with your child(ren) this year!

The "Beyond the Bell" Aftercare Staff

Aftercare Hours: 2:30 p.m. – 6:00 p.m.

Cost: \$25.00 Yearly Registration Fee Per Student
\$4.75 Per Hour Per Child

Daily Schedule: 2:30 p.m. – 3:30 p.m.: Check-in, snack and assisted homework time.

4:00 p.m. – 6:00 p.m.: Reading, board games, videos, crafts and free time in the gym/aftercare room. Supervised outdoor playtime (weather permitting) or recreational time indoors. Wednesdays are electronic days with parents permission.

Billing:

Aftercare Billing Changes for 2018-2019:

Please note: Miss Gilda will continue to prepare **Aftercare invoices by the first of each month and they will be sent via the email provided on the registration form.** All invoices will be collected through FACTS. Your FACTS account will be charged on the 15th of each month for the prior month's services. If you do not have a FACTS account, please go to www.factsmgt.com to register. There is a one time fee of \$23.00 that will be assessed to your account. Services are billed in 15 minute increments. Thank you for your timely response. Any FACTS questions should be directed to Mrs. Mary Egan at 440-734-1300. All invoice questions need to be referred to Gilda McWilliam at 216-536-3979 or gilda4bulldogs@aol.com.

Late Fees:

There is a late fee of \$1.00 per minute per child after 6:00 p.m.

Snacks: We provide a healthy snack and beverage daily.

Confidentiality: All records and information submitted to Saint Bernadette School's Beyond the Bell Aftercare Program are kept confidential.

Health Policy: A child who becomes ill while at aftercare with any of the following symptoms will be kept comfortable and in isolation until we notify the parent: *nausea and/or vomiting, diarrhea, an undiagnosed skin rash, temperature of 99.6 or above, etc.*

(over)

Once the parent is notified, we respectfully request the child go home as quickly as the parent can arrive so that the other children in the program are not exposed. All school health forms will be used for the aftercare program.

Discipline Policy: Beyond the Bell Aftercare follows the rules and guidelines outlined in the Saint Bernadette School's Parent Handbook located on our website: www.stbern.net. A discipline policy is strictly enforced.