

ASTEP Handbook

St. Margaret Mary School



After School Tutorial and Enrichment Program

2826 Herr St.

Harrisburg, PA 17103

School phone: 717-232-3771

ASTEP/BSTEP phone: 717-288-8360

Mission Statement

The goal of the After School Tutorial and Enrichment Program (ASTEP) is to provide faith-filled, developmentally appropriate care for children of St. Margaret Mary School while parents are working. A safe, healthy, and nurturing environment will meet the spiritual, social, emotional, cognitive, and physical needs of each child. Communication between parents and the program is open, clear, regular, and sustained.

Program

ASTEP is open to all students currently enrolled at St. Margaret Mary School. A caring environment provides a choice of materials and activities. It is adaptable, flexible, and welcoming. Enrollment is available at a monthly savings rate, or as needed with a daily rate. All financial commitments or responsibilities to St. Margaret Mary School must be met and maintained to remain eligible to enroll and be retained in the program.

Our daily schedule follows this general time pattern:

3:00-3:20 Attendance & Bathroom Break 3:20-4:00 Outdoor or free play 4:00-4:25 Snack 4:30-5:30 Homework or play time according to age

Staff

All staff working in the ASTEP program are certified teachers and meet the youth protection requirements of St. Margaret Mary School as determined by the Diocese of Harrisburg. Some student helpers assist the teachers with snack preparation and clean up.

Fees

The program tuition will be determined each year during the registration period. There is a \$20 registration fee for all new families. ASTEP tuition can be determined by the chart on the ASTEP Financial Contract. For full time students, payments can be made on a monthly or bi-monthly basis. Bi-monthly payments are due on the 1st and 15th of each month. Monthly payment is due the 1st of each month. "As needed" payments should be remitted on the day of service, or the next available school day. If the payment due dates fall on a holiday or weekend, the payment is due the next day that ASTEP is in session. Students should be picked up, and exit the school building on or before 5:30p.m. After 5:30, a \$1.00 per minute late fee per child will be added to your next payment. If monthly payment is not remitted by the 5th of the month, or "As needed" payments are not remitted within two school days of the day of service, services will be discontinued until payment is remitted. Please send payments to school with your child in an envelope marked ASTEP. CHECK OR MONEY ORDER ONLY.

Lateness:

After 3 late pick-ups- 1 week (5 days) suspension from program

After 3 more late pick-ups (6)- 1 week suspension from the program

After 3 more late pick-ups (9)- 1 week suspension from the program

The 10th late pick-up will result in removal from the program.

Hours

ASTEP provides services from the time of school dismissal until 5:30 p.m. The program offers services ONLY on days St. Margaret Mary School is open for scheduled FULL days. Services will not be provided on half days, holidays, early dismissals, or any other day St. Margaret Mary School needs to close before 2:40 p.m.

If bad weather or other emergency occurs during the school day or ASTEP hours, information will be on WHTM television, posted on the school website, and registered phone/text/email contacts will be alerted through the One Call system. Please follow the same guidelines as established by St. Margaret Mary School and detailed in the school handbook.

Enrollment Information

ASTEP maintains information on each child enrolled in the program. The Family Information Form, ASTEP Financial Contract, and ASTEP/BSTEP Handbook Contract are required to be filled out and signed by the parent upon registration and enrollment. Please promptly inform the program of changes in any of this information (change of address, phone number(s), allergies, etc.)

ASTEP faculty will not administer any medication (with the exception of life-saving medication, i.e. epi-pen) to a child. It is our policy that parents administer all medications to their child outside the hours their child is enrolled in the program. Children are NOT permitted to carry medication with them, even life-saving medications. Please make sure the ASTEP faculty is aware and receive an epi-pen, inhaler or any other life-saving medication, accompanied by a physician's order before your child begins attending the ASTEP program. If a child becomes ill or injured while in the program, a staff member will notify the child's parent/guardian as soon as possible.

Snack/Food

A daily snack will be provided for each child. Please notify the program of any special dietary needs or food allergies. The program will attempt to meet these needs. Parents may provide alternate snacks for a child with special dietary concerns. ASTEP tries to provide a healthy snack for the children. We also factor in "fun" treats on special occasions, such as cupcakes, cookies, or an ice cream treat.

Child Pick Up

The following provisions are made for the safe and secure departure of all children and for their release only to authorized individuals:

- Pick-ups will occur at the bus hall/cafeteria door, door # 7.
- Children must leave from school premises.
- Parent, Guardian, or authorized individual must sign the child out each day.
- Children will be released only to those persons strictly specified on the ASTEP Family Info. Form.
- Photo identification will be required if the ASTEP faculty is unfamiliar with the pick-up person.
- If a person not already specified on the ASTEP Family Info sheet will pick-up a child, a parent must email ms.oliphant@stmmparish.org, or call the ASTEP phone at (717)288- and leave the person's full name. This person will be required to show identification at pick-up.
- Children will not be released to any individual without custodial parent consent. It is vital to keep the program notified of any changes in pickup individual in advance and in writing.

Discipline

All children enrolled in ASTEP are expected to adhere to all rules, policies, and code of behavior established and stated in the St. Margaret Mary School handbook. All children are expected to understand and behave in accordance with any additional rules, policies, and code of behavior established by ASTEP.

- Children may not leave designated program area without staff approval or parental accompaniment.
- Speak and act in a respectful manner to other children, staff, volunteers, or anyone involved in the program.
- Respect all program materials and facilities.
- Reimburse the program for lost or damaged materials.
- Maintain proper standards for dress/attire.
- Help develop and maintain a safe and supportive environment for all individuals in the program.
- Observe rules of Christian conduct.

Statement of Consequences

3 behavior write-ups – 1 week (5 days) suspension from program

After 3 more write-ups (6) – 1 week suspension from the program

After 3 more write-ups (9) – 1 week suspension from the program

The 10th write-up will result in removal from the program

Parent/Teacher Correspondence

ASTEP teachers strive to maintain consistent and clear correspondence with parents. If you have any questions or concerns, please speak to an ASTEP teacher. All program or financial questions should be directed to Ms. O at ms.oliphant@stmmhbg.org, or by calling the ASTEP/BSTEP phone at (717)288-8360.

God Bless you and thank you for entrusting us with the care and safety of your children!