

A-STEP Handbook

St. Margaret Mary School



After-School Tutorial and Enrichment Program

2826 Herr St.

Harrisburg, PA 17103

School phone: 717-232-3771

A-STEP phone: 717-877-4148

Mission Statement

The goal of the After-School Tutorial and Enrichment Program (A-STEP) 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

A-STEP 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 on a full-time basis for 3 to 5 days per week. Part-time enrollment is 2 days per week. 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:

3:10-4:00	Outdoor or free play
4:00-4:20	Snack
4:20-5:30	Homework or play time according to age

Staff

All staff working in the A-STEP 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. A-STEP tuition can be determined by the chart included in this handbook. The tuition for a full time student is \$160.00 per month per child. For full time students, payments can be made on a monthly or bi-monthly basis. The payments are due on the 1st and 15th of each month. If paying monthly or if your child is enrolled on a part time basis, the payment is due the 1st of each month. If the payment due dates fall on a holiday or weekend, the payment is due the next day that A-STEP is in session. Please put the payment coupon and your check in an envelope. **If paying in cash, please see an A-STEP teacher for a receipt. Do not put cash payments in the A-STEP box.** Students should be picked up on or before 5:30p.m. After 5:30, a \$1.00 per minute late fee will be added to your next payment.

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

A-STEP 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 A-STEP hours, information will be on WHTM television, posted on the school website, and register 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

A-STEP maintains information on each child enrolled in the program. The Family Information Form is 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.)

A-STEP is not required to administer medication 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. Please make sure the A-STEP faculty receives an epi-pen if needed by your child. 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. A-STEP 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.

- 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 A-STEP Family Info. Form.
- Some form of photo identification and a note sent ahead of time may be required if the individual is not familiar to the program.
- If an emergency does arise, a parent must call the school (717-232-3771) to inform the staff of an alternate individual. After 3:30, please contact Mrs. Solomon at (717-877-4148). Photo ID will still be required. The child will not be released to any individual without custodial parent consent. It is vital to keep the program notified of any changes in pickup time or individual in advance and in writing.

Discipline

All children enrolled in A-STEP 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 A-STEP.

- Children may not leave designated program area without staff approval or parental accompaniment.
- Respect other children, staff, volunteers, or anyone involved in the program.
- Speak/express ideas in a courteous and respectful manner.
- 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

- After 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

A-STEP teachers strive to maintain consistent and clear correspondence with parents. If you have any questions or concerns, please speak to an A-STEP teacher. All program or financial questions should be directed to Mrs. Solomon. God Bless you and thank you for entrusting us with your most precious possession.