

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 in grades kindergarten through sixth. Enrollment is on a full-time basis for 3 to 5 days per week. Part-time enrollment is 2 days per week. And if there is room in the program, students may attend on a daily basis. 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.

The program is child centered and its objectives are age and developmentally appropriate. Multiple learning opportunities such as art, physical education and computers will enrich the child's educational and social skills. A caring environment provides a choice of materials and activities. It is adaptable, flexible and welcoming.

Our daily schedule follows this general time pattern:

- 3:10-4:00 gr. K-6 outside or free play
- 4:00-4:20 Snack-all grades
- 4:20-5:30 gr. 2-6 homework
- gr. K-1 indoor play or courtyard (or homework, if given)

Staff

All staff working in A-STEP meets the 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 students (one fee per family).

A-Step tuition is \$160.00 a month per child. Tuition paid on the due day *or the next day* will be \$160.00. PAYMENTS RECEIVED AFTER THE SECOND DUE DAY OF THE MONTH WILL INCUR A \$5.00 LATE FEE PER DAY. Payments can be made on a monthly or semi-monthly basis (full time only). If paying semi monthly, the payments are due on the 1st and the 15th of each month. If paying monthly, the payments are due the 1st of each month. If the 1st or the 15th falls on a holiday or weekend, the payment is due the following Monday or 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 5:30 p.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

The After-School Tutorial and Enrichment Program provides services from the time of school dismissal until 5:30 pm. 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 pm.

If bad weather or other emergency occurs during the school day or program hours, information will be on WHTM television and WHP radio 580. It will also be posted on the school website. Please follow the same guidelines as established by St. Margaret Mary School and detailed in the school's handbook. The A-STEP phone number is *****. This number is to be used from 3:15 pm – 5:30 pm. Prior to 3:00 pm, please contact the school office at 232-3771 or email Mrs. Memmi (formerly Zeiders) at mrs.zeiders@stmmparish.org.

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 and in accordance with the information on the Family Information Form

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 needs. ***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! The PTO lunch committee provides us with food to use on many occasions (pizza, chicken nuggets, hamburgers, etc.) and we are grateful for their generosity as it prevents waste for them and it cuts down on our food budget expense (which keeps our costs lower).***

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 out the child 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 program to inform the staff of an alternate individual. 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.

Piano Lessons

St. Margaret Mary School provides after school piano lessons for many students, including a few A-STEP children. Although A-STEP is not responsible for getting the children back and forth for lessons, we do this as a service to the parents. A-STEP teachers will not assume blame or responsibility for missed lessons. Children with lessons before 4 pm will wait in the cafeteria so an A-STEP teacher or helper can get them to their lesson on time. They may do homework or read while waiting. If their lesson is after snack, they may go to the A-STEP classrooms and wait to be called.

Discipline

All children enrolled in A-STEP are expected to adhere to all rules, policies, or 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 or 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

Behavior – After 3 behavior write-ups – 1 week 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 or Mrs. Memmi (formerly Mrs. Zeiders). All program or financial questions should be directed to Mrs. Memmi. God Bless you and thank you for entrusting us with your most precious possession.