



# Bishop Marshall School

After School Program 2022 - 2023

*(revised 7/15/22)*

## Parent Handbook

The Bishop Marshall School After School Program (ASP) is available to all students in grades K-8 from 3:15-5:15. The ASP operates Monday through Friday while school is in session (care is not available on half days, vacation days, or inservice days). The goal is to provide care after school and to allow your child to choose and participate in safe, structured activities that they will enjoy. The BJAMS ASP seeks to offer an environment that provides a sense of safety, security, comfort, and flexibility after a rigorous academic day in class.

During the After School Program, your child will be offered different activities to choose from that will vary, based on the day and weather as well as a daily enrichment activity. Upon check-in, children will have time to enjoy snack before deciding their next activity. A quiet space for homework is provided for those children who would like to complete homework or read a book. Activities may include, but are not limited to: outside playtime on the playground, basketball courts, gaga pit, or soccer fields. To see our list of engaging enrichment activities, please visit the Friday Notes-ASP Corner or the ASP page on the BJAMS website.

### **Registration and Enrollment Options**

Our After School Program is state licensed and must follow state regulations, pertaining to enrollment. Students must be registered and enrolled in the program in order to attend. Families may enroll their students at any time of the year until capacity of the

program is reached. Capacity is 26 students. Registration can be found on the school website ([ASP Registration](#)). You may enroll your child in the After School Program for 1, 2, 3, 4 or 5 days a week. Unpaid invoices may affect enrollment in the program.

**Financial Policies**

The After School Program requires monthly registration, as such, families will be billed per day (please see table below), for the month. Payments may be made through your FACTS account, unless you have made different arrangements with Laurie Marcoux in our business office. Eligible families are encouraged to apply for [Child Care Financial Assistance](#) through the VT Department of Children and Families. Please email Laurie at [lmarcoux@bjams.org](mailto:lmarcoux@bjams.org) for an application.

**BJAMS Afterschool Program Payment Rates**

Days Attending	Kindergarten - 8th grade Cost per week	Pre-Kindergarten Cost per week
Five	\$60	\$65
Four	\$50	\$55
Three	\$40	\$45
Two	\$30	\$35
One	\$15	\$20
Drop In Rate*	\$20/day	\$25/day

*\*\$40.00 maximum drop in rate per family*

**You will be billed at the start of each month for the number of days your child is registered, not the number of days they attend the program.**

You will not be charged if there is a snow day or if the school closes early due to weather or another unexpected circumstance. Unfortunately, we are not able to credit accounts due to student illness or absence, as the space has been reserved.

**Drop-Ins**

From time-to-time, we understand that a situation can arise out of your control, creating a need for childcare that is not normally there. It is important to note that the school day ends at 3:00 p.m. and you have a fifteen minute grace period to pick up your child. If

you do not pick up your child from school by 3:15, he or she -- without exception -- will automatically be sent to the After School Program and you will be responsible for payment. We are not able to prorate your child's length of attendance, and you will be charged the drop-in rate of \$20 per child for K-8 students; \$25 per child for PK students. A maximum of \$40 per family will be imposed.

If you are in need of drop-in service, please **notify us** as soon as you know that you will need to send your child to the ASP. You will need to call the school office at 888-4758 to let us know that you will be arriving after 3:15. If the program is full for that day, we may not be able to accept a drop-in. The director of the program will alert a family if a drop in service is unavailable for that given day. Other arrangements will need to be made. Please note: students who drop-in are subject to the same rules and regulations that govern our ASP enrolled students. This includes rates and policies.

### **Schedule and Calendar**

The Bishop Marshall School After School Program runs Monday through Friday from 3:15-5:15. The program corresponds with the school calendar for each academic year. The program is not offered on half days, snow days, vacation days, or any day school is not in session. Additionally, there may be times when the weather takes a turn for the worse and we may cancel all after school activities, which can include the After School Program. The program also may not operate on certain days of the school year when space or staffing is constrained. These days will be published in Friday Notes well in advance.

Typical daily schedule for after school begins at 3:15 with signing in by an ASP staff member. Students then have a bit of time to unwind from the day with a snack and check in with staff. Students then choose from a range of activities that are offered that day including recreational time, homework club, games, or arts and crafts.

### **Pick-Up**

The After School Program ends promptly at 5:15 pm. Failure to retrieve your child by that time will result in a charge of \$25 per 15-minute interval past 5:15 pm. Repeated failure to retrieve your child in a timely manner will result in dismissal from program participation.

When your child is released from the After School Program, please be advised that he or she will only be allowed to go with those you have listed in your BJAMS FACTS online enrollment. Thank you for checking to ensure your list is current.

Parents/guardians picking up students from ASP may use the red door of the Howard Manosh Early Childhood and After School Programs entrance. All students attending the ASP must be signed out by a parent/authorized pick up person on the attendance sheet. Once the student is signed out, responsibility transfers from the program to the authorized individual retrieving the student.

In the case of an emergency that will impact a timely retrieval (such as severe weather/accident), it is the family's responsibility to contact the program to notify of the lateness due to weather/accident. Please call 888-4758 x224.

### **Withdrawals or Schedule Changes**

We base our staffing, activities, and snack supply on how many children are registered each day of the week. Schedule changes must be made at the beginning of each month. Should you choose to withdraw from the program, we require two weeks' notice. Failure to provide a two weeks' notice will require payment for those two weeks. Change requests are based upon space and staffing availability.

### **Failure to Make a Payment**

Failure to keep your account current, will result in a cancellation of enrollment in the program. The child's re-enrollment will not be accepted until the account is paid in full. If a waiting list is in place, your reserved spot in the program may be given to another family.

Please contact the school immediately if you will be unable to make a payment. Communication is a vital part of the financial process. The administration is willing to work with families who have a financial challenge and offer alternative solutions.

### **Vermont State Child Care Assistance**

Families receiving financial assistance from the State of Vermont are responsible for confirming a valid certificate and for paying the balance due until a certificate is received. Families are responsible for any remaining balance (after financial assistance) as well as the balance, if eligibility is terminated. All of the payment due dates and policies apply to families receiving assistance from the State. Families should also be aware that Assistance Certificates must be re-applied for regularly. This can occur multiple times a year. This is the sole responsibility of the family. Financial assistance for the After School Program is through the Lamoille County Family Center and not through the school. To apply, please call the Lamoille County Family Center at 888-5229. We ask that families begin this process on July 15 to ensure a timely certificate by the State for the beginning of the school year.

### **Snacks**

Snacks will be available to students participating in the After School Program for an additional cost. Students also have the option of bringing their own snacks to the program. Should students choose to bring a snack from home to enjoy at the After School Program, parents must ensure this snack is “peanut and tree-nut safe.”

### **ASP Rules**

It is important for each child to follow all school rules while attending the After School Program. Those who are unable to consistently follow the rules will not be welcomed to participate in the program and parents will need to seek alternative care. Since the BJAMS After School Program is an extension of the school day, all school policies, rules, and expectations are in place.

### **Clothing**

It is important that your child have appropriate attire for the After School Program. Some children choose to bring a change of clothes, but this is not necessary. Should your child bring a change of clothes, the clothing should roughly follow the uniform expectations: modest clothing that is comfortable.

### **Communication**

Please feel free to email [asp@bjams.org](mailto:asp@bjams.org) or speak directly with the Program Director if you have any questions or concerns at any time. If you need to contact the after school program after school hours, please call 888-4758 x224.

### **Parent Involvement**

BJAMS parents are expected to become involved in their child’s life at school. Teachers, including ASP staff, should make contact with every student’s parents to develop and maintain an ongoing conversation about the student’s school life.

All parents have access to the After School Program during the hours of 3:15-5:15. Should a parent have a question regarding their own child’s records or billing, please contact the After School Program Director.

### **Program Closing due to Weather**

In the case of inclement weather, the BJAMS Head of School will do her best to make a decision by 1pm whether the After School Program will run that day. The school will send out an email, text, and phone call to parents to alert them that the After School Program that day has been cancelled due to weather or an unexpected reason.

### **Illness and Medical Emergencies**

Our policy regarding infectious diseases is the same as the school's policy. If your child is either too ill to attend school, or has been sent home due to illness (or disciplinary action), he or she cannot attend the After School Program. A child will not be admitted to ASP with any of the following symptoms: severe cold, sore throat, harsh cough, fever over 100.4°F, inflamed or matted eye(s), vomiting or diarrhea, undiagnosed rash, or head lice.

If there is a medical emergency or accident, ASP staff will attend to the child with First Aid measures. Unless it is a life-threatening emergency, the staff will first attempt to contact parents/guardians or emergency contacts. If the parents/guardians cannot be reached, the staff will take whatever measures are necessary for the care and protection of the child. If necessary, 911 will be called and the child will be taken by ambulance to the hospital. In this instance an ASP staff member shall ride with the child to the hospital and remain with the child until parents/guardians arrive.

### **Medications**

School personnel, including ASP staff, will not administer over-the-counter medications (acetaminophen, cold medicines, cough syrups, etc.) without written permission from parents. The school will provide acetaminophen only and all other over-the-counter medications desired by parents for their child(ren) must be supplied by them to the school office. If a student requires prescription medication during the school day, parents must provide medication in its original container, a copy of the doctor's orders, and a written note requesting the school to dispense this medication. All medications not covered under an emergency and/or chronic medical condition management plan must be locked in the school office.

### **Immunizations**

Parents/guardians must provide the school with a record of immunization (or legally recognized exemption) in order for their child to be admitted into class. This form can be uploaded through FACTS when completing the enrollment/reenrollment packet for the upcoming school year. Immunization records shall include the immunization administered and the date of each immunization. If your child is in the process of complying with immunization requirements in accordance with the Vermont recommended immunization schedule or has not had a required immunization due to a Vermont allowed exemption, documentation must be provided.

### **Confidentiality**

Any information about a student that is of a personal, private nature and would not normally be shared with the public is considered confidential. The privacy of such information shall be protected by the school and shared only with those who have vested interest in the child, including parents, teachers, substitutes, classroom assistants, administrators and helping professionals. Staff members having confidential information about the special needs of students must not discuss these in public, particularly in front of students, parents, or community members.

All confidential records of students shall be kept secured in a private place and not available for public review. Permanent records are kept in a locked file in the school office. Any staff member, who needs access to the files of a student, should arrange to review them in the school office.

### **Discipline**

Children succeed best when they know in advance what is expected of them, and find those expectations upheld fairly and consistently. (Actually, that's true of all of us, not just children.) After School Program employees should make students aware of ASP rules at the beginning of the school year and review them from time-to-time.

Consequences should be logical, following from the action as much as possible.

It is never a good idea to take children's misbehavior personally, even when it is occasionally intended that way. They are growing in their knowledge and practice of self-control and good behavior. We must help them learn by modeling these ourselves and by administering proper discipline when warranted.

Unconstructive criticism is not a punishment, but a weapon. Do not wield it. If students are misbehaving or consistently failing to meet expectations, Christian charity and professional responsibilities require all school employees to call it to their attention. But it must be done in that spirit, one that corrects rather than damages. Likewise, those working with children should never yell, though of course from time to time they must raise their voices to call children to attention. Yelling indicates the person in charge has lost control of the situation.

The usual consequences for student misbehavior include: loss of privileges, time away, writing exercises, work detail, after-school detention, parent phone call or conference, and in extreme cases visits to the office, which may result in suspension and/or expulsion.

A positive, exciting, and upbeat learning atmosphere should be evident in every part of Bishop Marshall School. Employees interact with children by circulating among them, encouraging discussion, fielding questions and answers, and giving individual help at children's seats.

## **Corporal Punishment**

Physical discipline is never used at BJAMS by faculty, staff or administration.

## **Mandated Reporting**

Teachers and those working with children are mandatory reporters of suspected child abuse to the State of Vermont Agency of Human Services, Department for Children and Families, Family Services Division. Reports must be made within 24 hours by calling 1-800-649-5285 (a 24 hours-a-day, 7-day-a-week child protection hotline). The Head of School must also be notified of the suspected abuse within a 24 hour period.

## **CRISIS MANAGEMENT INFORMATION/SAFETY ISSUES**

### *Building Evacuation*

The building will be evacuated if there is a real or perceived threat (e.g., bomb threat, possibility of fires or fuel leaks, structural failure, etc.) to student well-being by remaining in the building. Teachers will follow fire drill procedure, then the administration will direct them to proceed down the driveway to board a bus or walk to Holy Cross Parish Hall (the Crosby Center).

### *Lock-down*

A lock-down will be activated if there is a threatening person on the property. An intercom announcement will be made: "Secure the School" and then teachers should follow the "Secure the School" section of the Emergency Operations Plan, located in the red binders in every classroom. It is the teacher's responsibility to review the EOP regularly and keep it current, when given updates.

### *Weapons*

A person who carries or has in his or her possession a dangerous or deadly weapon (firearm, dirk knife, bowie knife, dagger, etc.) openly or concealed, within a school building or on school property shall be reported to the proper legal authority. The consequence of this activity may be imprisonment, fines or both. In addition, the administration may take whatever actions deemed appropriate (i.e., suspension, exclusion, termination of employment) when a person carries or has in their possession a dangerous or deadly weapon openly or concealed, within a school building or on school property.



In the event of an emergency occurring during After School Program hours, our staff are trained in emergency response preparedness and strategies. Staff will respond to the emergency accordingly and parents will be alerted via FACTS Parent Alert. Parent Alert is an instant parental-notification system. Parent Alert enables the school to notify all households by phone, email, and text of any school-day emergencies, school cancellations or delays.

Any person shall be prohibited from the facility when her/his presence or behavior disrupts the program, distracts the staff from their responsibilities, intimidates or promotes fear among the children, or when there is reason to believe that her/his actions or behavior will present risk of harm to the children in the program.

Based on the results of background checks, the following persons are prohibited and shall not operate, be employed at, or be allowed unsupervised access to children at the After School Program:

- A person who is required to complete a background check who refuses or knowingly makes a material false statement in connection with such background check;
- A person convicted of fraud;
- A person convicted of a felony consisting of:
  - Murder,
  - Child abuse or neglect,
  - A crime against children, including sexual activity or child pornography,
  - Spousal abuse,
  - A crime involving rape or sexual assault,
  - Kidnapping,
  - Arson,
  - Physical assault or battery, or
  - A drug related offense committed during the proceeding five (5) years;
- A person convicted of a misdemeanor offense against a child or another person consisting of:
  - Violence,
  - Child abuse or neglect,
  - Child endangerment,
  - Sexual assault or activity,
  - Child pornography,
  - Other bodily injury;

- A person found by a court to have abused, neglected or mistreated a child, elderly or disabled person, or animal;
- An adult or child who has had a report of abuse or neglect substantiated against them under Chapters 49 and 69 of Title 33 Vermont Statutes Annotated; or
- A person registered, or is required to be registered, on a state sex offender registry or repository or the National Sex Offender Registry established under the Adam Walsh Child Protection and Safety Act of 2006.

### **Accidents and Serious Injuries**

All accidents, however minor, occurring to students during the After School Program must be reported to the staff member in charge, who may fill out an accident report to be placed on file in the office. Accidents will be reported to the parent by the ASP staff member, generally at the time the information is brought to the school's attention, or as soon afterwards as is practicable. In the case of a serious accident or injury, the student may be transported directly to the emergency room. Otherwise, the parent will be notified by the director and asked to take the student to the emergency room or to his or her own doctor.

In the case of a missing child, the BJAMS ASP will immediately notify the police, the child's parents and the VT Department for Children and Families, Child Development Division.

### **Emergency Drills**

Emergency drills are to be practiced monthly in the After School Program in addition to those practiced during the school day. The same protocol for all emergencies is followed by the After School Program as listed in the BJAMS Emergency Operations Plan.

### **Fire Drills**

Fire drills are conducted throughout the year. ASP Directors and employees will remind students of the proper procedures for fire drills, which follow the same protocol as the school. When the alarm sounds, students will proceed in a line outside through the closest exterior door in an orderly fashion. Students will be silent in line, so that they can hear instructions given by the ASP staff member, or emergency personnel. ASP staff and students will remain at a safe distance until the "all clear" order is given.

## **Miscellaneous Policies, Regulations, and Procedures**

1. The BJAMS ASP does not offer field trips, transportation, or swimming activities.
2. Our campus is a smoke/vape free campus.
3. Any pesticide application necessary will only be made when other pest prevention and control measures fail. Any pesticides used will be of least risk to children. Parents will be notified by email should there be a planned application of pesticides. Application will not occur while children are present.
4. If a parent needs to make a formal complaint regarding the BJAMS After School Program, they may call the Child Care Consumer Line at 1 800 649 2642.
5. Religious Activities - The Bishop John A. Marshall School is a private, independent Catholic School. Due to our religious nature, students participating in the After School Program will participate in activities, crafts, or games that may involve a religious nature such as celebrating religious holidays or prayer.
6. Students with Special Needs and Accommodations - Prior to admission and enrollment to the school, it will be decided upon by the school administration whether or not the school can make accommodations necessary for the success of the student. Any accommodations made and decided upon by the administration and school personnel will be communicated to After School Program staff. Should the limited resources and staffing of the school hinder the success of a student, the student may be disenrolled in any part of our school's program as deemed necessary by the Head of School.

The school reserves the right to deem accommodations unreasonable, unnecessary, or unsafe to a student or entire school population and therefore can deny access to the school if required or suggested accommodations cannot be made.

## **Licensing Regulations**

The BJAMS After School Program is a licensed child care provider through the state's Child Development Division. Complete information about the state regulations can be found at <https://dcf.vermont.gov/cdd/laws-regs/childcare>.