

## **St. Joan of Arc Before and After Care Program Guidelines:**

The St. Joan of Arc Before and After Care (BAC) Program provides quality before and after school care to our school students in a comfortable, safe, and convenient setting. Our program strives to provide our students with an experience consistent with our school values while providing individual attention, supervision, and security within our God-centered environment.

Please drop off and pick up your child using your key fob at the back doors of the cafeteria where the afternoon car line forms. Please park and enter the cafeteria to sign your child in and out.

**FOR AFTERNOON PICKUP PLEASE ENTER FROM EVANS ROAD ONLY!**

**Two fobs will be provided for each family. A fee of \$10.00 per fob will be charged for a replacement fob or if fobs are not returned when leaving the program.**

The **Before School** Program is from 7:00—8:00am. Books, games, etc. will be available to the children.

The **After School** Program will be as follows:

2:50-3:05 Check in, store book bags & belongings, snack (provided), homework. If you want your child/ren's homework done at home, please let us know this in writing.

3:15 -5:55 **Once homework is complete** -Outside Play (weather permitting) - Organized and Free Play, Daily Activities (Computers, Gym, Movies, Arts/Crafts, Seasonal Activities)

## REMINDERS:

- \* On school holidays and snow closing days, the Before and After Care Program will be **closed**. If there is no school- there is no Before and After Care. Credit will be given for snow days.
- \* If there is a *2 hour school delay*, the Before Care Program will open at **9:00 am**.
- \* If school *closes early due to bad weather*, the program will close at **4:00 pm**.
- \* If your child is scheduled to stay on a **half-day** during the year, please remember to pack a **lunch and drink**. There is NO lunch served on half days.
- \* **Scheduling-** All calendars will be created through the **Procure website**. Once you have enrolled in the *Before & After Care Program*, you will sent a link inviting you to your Procure/BAC account via a username and password. You may create your calendar weekly or you can create for as far out as you like. Changes to the calendar must be requested 24 hours before the change is needed to receive credit for that day.
- \* Please pick-up your child by **5:55pm, as the After Care Program closes at 6:00pm**. A **\$20.00 late fee** will be strictly enforced at **6:01pm, after which the fee will increase by \$1 per minute** so please allow for traffic, bad weather etc. A call to the BAC cell phone, **(856- 701-5838)** is required, but does not replace a late fee. The BAC cell phone clock will be used to determine late charges.

**LATE PICK UP FEES ARE DUE IN CASH (CORRECT CHANGE) AT THE TIME OF PICKUP ON THE DAY OF LATENESS. EXCESSIVE LATENESS WILL RESULT IN ADDITIONAL LATE FEES and POSSIBLE REMOVAL FROM THE PROGRAM**

BAC reserves the right to remove a child/ren from the program at the discretion of the program.

**\* NO children are allowed cell phones, Ipads or other handheld devices or toys from home at BAC, as per school policy. School issued laptops are allowed to be used through school enabled websites only.**

\* Please make sure your child is prepared to go outside in the winter months with winter coats, hats and gloves & gym sweatpants, not shorts.

Thank you for your cooperation and please use the BAC email address for any questions or concerns. ([sjabac@stjoansk-8.org](mailto:sjabac@stjoansk-8.org)) Please do not call the school office.