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[www.stmaryswinchester.org](http://www.stmaryswinchester.org)*

*Mr. Michael McCabe, Principal*

**ST. MARY'S AFTER SCHOOL PROGRAM  
(GRADES K – 5)  
&  
ST. MARY'S AFTER SCHOOL CLUB  
(PRESCHOOL)**

**(2011-2012)**

**HANDBOOK OF  
PROCEDURES, POLICIES, AND RULES**

## **PHILOSOPHY AND GOALS**

**We believe that a high quality after school program should help bridge the gap between home and school. Our program will include opportunities for children to explore a variety of indoor and outdoor activities as well as a homework component. We believe that good communication is essential to our success and encourages you to share your thoughts and ideas with us.**

**This year we will be looking at opportunities to expand our after school program and offerings by building on our commitment to provide a safe, well supervised, engaging program for all.**

## **ACTIVITIES**

- **SPECIAL EVENTS**
- **CONTEST AND GAMES**
- **ARTS AND CRAFTS**
- **MUSIC**
- **SPORTS (INDOOR/OUTDOOR)**
- **TRIPS TO A LOCAL PARK**
- **GUEST SPEAKERS**
- **HOMEWORK CORNER**
- **COOKING/FOOD**

## **REGISTRATION**

**Any student who signs up for the After School Program must have an information form completed for our records. (See the School Office for details.)**

**Students must register for the program on the Monday of the week that they will be attending.**

**Each student must be signed out by the parent/guardian picking them up. A signature and “time picked up” will be recorded.**

**Families will be billed for this program monthly. Payment is due within five days of receipt.**

**If payment is not made, the child will not be allowed to attend the program.**

**Information on the beginning and end of this program will be sent to families under separate cover.**

## **TIME/COST/LATE POLICIES**

### **NON-EARLY RELEASE DAYS:**

**TIME:**

**The After School Program is open from 2:30 p.m. to 6:00 p.m.**

**COST:**

**\$20.00 per day with pickup BEFORE 4:30 p.m.**

**\$24.00 per day with pickup AFTER 4:30 p.m.**

### **EARLY RELEASE DAYS:**

**TIME:**

**The After School Program is open from 11:30 a.m. to 6:00 p.m.**

**COST:**

**\$24.00 from 11:30 a.m. – 2:30 p.m.**

**\$34.00 from 11:30 a.m. – after 2:30 p.m. but before 4:30 p.m.**

**\$36.00 from 11:30 a.m. – after 4:30 p.m.**

**Special programs and activities are planned for early release days. In order to plan effectively, registration for this program must be made by the Monday of the week. Please, NO EXCEPTIONS!**

### **LATE FEES:**

**After 6:00 p.m. a charge of \$5.00 for each five minute-interval will be assessed.**

## **SNOW DAYS**

**The After School Program will not operate on days when St. Mary's School is closed because of inclement weather.**

**If serious weather develops during the school day, the program may be cancelled. Parents will be notified as soon as possible.**

## **RULES, REGULATIONS AND POLICIES**

**All rules, regulations and policies stated in the St. Mary's School Handbook will apply towards this program. St. Mary's expects excellent behavior and respect for all children and guests attending our program.**

**Disrespectful student behavior, habitual late pickup, or failure to pay tuition will result in termination of participation from this program.**

**Any questions, please contact the School Office @ 781-729-5515.**

***(Information contained in this booklet may be subject to change.)***