



Educating Mind † Heart † Spirit

BEFORE AND AFTER SCHOOL PROGRAM
2024 – 2025

Mrs. Deb Brown
Principal

Rev. Nicolas Ramirez
Pastor

Tel: 936-756-3848
Fax: 936-756-4097

615 McDade St.
Conroe, TX 77301

After School Care
Tel: 936.521.5918 or 936.521.5921
www.shestx.com

Dear Sacred Heart Families,

The Before and After School Care Program Handbook is provided with useful information about our after-school policies, procedures, and regulations. Please review this entire handbook to gain a complete understanding of what is expected of students who attend after school care at Sacred Heart Catholic School. If you have any questions, please contact me at dbrown@shcstx.org.

The policies and regulations contained herein are for informational purposes only. The school maintains the right to unilaterally amend or withdraw any policy or matter set forth herein at any time. Parents will be given prompt notification if changes are made. The school has the right to withdraw student(s) or parent(s) for failure to comply with any of the policies contained herein. All interpretation and application of the rules and policies contained herein are at the sole and final discretion of the pastor and administration.

I wish you and your family a very successful school year.

Sincerely,
Mrs. Deb Brown
Principal

Children are a gift from the Lord; they are a reward from Him.

Psalms 127:3

MISSION STATEMENT

Sacred Heart Catholic School commits to forming Disciples of Christ by instilling the values and teachings of the Catholic faith. We cultivate an environment that calls to holiness through service, while creating a thirst for knowledge and promoting academic excellence.

SCHOOL VISION

Sacred Heart Catholic School guides children to be the light of Christ.

SCHOOL PHILOSOPHY

Sacred Heart Catholic School strives to be an expression of the teachings of the Church, passing on Christian hope and faith, deriving its philosophy from the Gospel and the teachings of the Catholic Church.

Students, staff, teachers and parents create a community infused with religious truths and Christian values where self-discipline, respect and responsibility are taught and lived. Education enriches the whole child while uplifting each to his fullest potential.

Table of Contents

MISSION STATEMENT.....	2
SCHOOL VISION.....	2
SCHOOL PHILOSOPHY	2
REGISTRATION AND ADMISSION	4
TUITION	4
CHECK IN PROCEDURES	4
CHECK OUT PROCEDURES FOR AFTER SCHOOL CARE	5
BEHAVIOR EXPECTATIONS.....	5
ATTENDANCE.....	5
EMERGENCY FORMS	6
MEDICATIONS.....	6
SICKNESS	6
GUIDELINES FOR EXCLUSION.....	6
GUIDELINES FOR RETURNING TO THE PROGRAM.....	6
BEFORE AND AFTER SCHOOL CALENDAR.....	7
BEFORE AFTER SCHOOL SCHEDULE AND ACTIVITES.....	7
SAFETY ISSUES	8
BEFORE SCHOOL REGISTRATION FORM	9
AFTER SCHOOL REGISTRATION FORM.....	10
BECOMING A SAINT GUIDELINES	11
STUDENT REFOCUS FORM.....	12
PRINCIPAL FORM	13
BEFORE/AFTER SCHOOL PROGRAM HANDBOOK ACKNOWLEDGEMENT FORM	14



Many families served by our schools need an affordable education program before and after school hours. Sacred Heart Catholic School believes it is necessary to provide this service to families enrolled in our schools.

The school principal is in charge of the entire school, including the Before and After School Care Program with the assistance of Ms. Guajardo and Ms. Boussac. The personnel employed in the Before/After School Program adhere to the *Protecting God's Children* guidelines specific to the Archdiocese of Galveston- Houston.

The ratio of adult staff to students is one staff member for every twenty students, with a minimum of two adult staff members present on-site whenever the program is in session.

REGISTRATION AND ADMISSION

Students enrolled at Sacred Heart Catholic School are the only students eligible for enrollment in the Before and After School Care Program. There is a \$40.00 registration fee per child enrolled in either program. Parents may choose to have their student attend the program five, three or two days a week. The Before School Care Program is located next to the school office, daily from 7:00 a.m.-7:45 a.m. The After School Program utilizes the After School Care Rooms on the East Wing. The playground and school gym is used by the After School Program from 3:30 p.m. – 6:00 p.m. If students are not picked up at 6:00 p.m. the family is charged a \$1.00 per minute until arrival.

TUITION

Monday – Friday	\$295.00 per month	\$2,000.00 per year
Three days/week	\$195.00 per month	\$1,640.00 per year
Two days/week	\$135.00 per month	\$1,350.00 per year
Emergency Drop In Fee	\$25.00 per day	

Fees for The Before and After School are all pro-rated based on required student days set by The Archdiocese of Galveston-Houston. Parents accept full responsibility for the payment of all tuition and fees if a student is dismissed or must leave during the school year.

A \$45.00 will be levied on all returned checks.

In case of an emergency After School Care is available for a student to attend and the parent will be charged a fee for this service. Students that are not picked up from school on time will be sent to the After School Program and a fee will be charged. Charges begin one minute past the closing time of the After School Program. Fees will be added to each families FACTS account.

CHECK IN AND OUT PROCEDURES

Morning Care begins at 7:00 a.m. and students must be signed in by a parent/guardian. Students that attend the After School Program must be signed out by a parent/guardian. No exceptions to either procedure. Only the named adults on the Emergency Form will be allowed to pick up a student from After

School Care. Mrs. Chodorow, the School Secretary and the After School Care Assistant must be informed of any pick-up changes. Milliechodorow@shcstx.org and mguajardo@shcstx.org

A student that is enrolled in an after-school activity such as sports, dance, robotics, cheer, etc. must go straight to the After School Program and sign in. An adult from After School will escort the student(s) to the after-school activity and someone from the after-school activity will escort the student(s) back to the After School Program.

CHECK OUT PROCEDURES FOR AFTER SCHOOL CARE

Parents will park on the east side of the school at the After School Building to pick up students attending ASAP. Parents will call ASAP at 936-521-5921 OR 936-521-5918 and the students will be escorted to the locked gate to be signed out by parents. All students must be picked up by 6:00 p.m. If a student is late being picked up, the charge is \$1.00 per minute, starting at 6:01 p.m. (Sacred Heart Catholic School clock time). This fee will be added to your FACTS account.

No adult other than those listed on each of the ASAP student's form will be allowed to pick up a student from the program. If there is a change in the person picking up a student from ASAP, the office and ASAP must be notified in writing. A request in writing concerning alternative pick up arrangements shall be submitted to ASAP. Any adult picking up a student, other than parents, will be asked to show a valid driver's license.

BEHAVIOR EXPECTATIONS

We believe that all students can work towards and attain good conduct with Christ as their model. The same behavior expectations that exist during the school day are the same for the Before and After School Care Programs. If a student does not respond to efforts made by the staff member to encourage appropriate behavior, the parent will be notified through a Student Refocus Form. The form is sent home only if the student has not responded positively to redirection and has not made the necessary changes. If inappropriate behavior continues, the student will be sent to the principal's office and the student will receive a Principal's Form that will be given to the parents. If the student's behavior continues he/she may be removed from the Before and/or After School Care Program.

Non-Acceptable Behavior includes but is not limited to:

- Being disrespectful to adults and other students
- Abusive language and/or use of profanity
- Bullying – emotional, physical or cyber
- Violation of dress code
- Damaging school property
- Inappropriate use of technology
- Using a cell phone, pager or any other type of electronic device
- Engaging in chronic, inappropriate behavior which disrupts the environment
- Gum chewing

ATTENDANCE

If a student is absent from school, he/she will not be allowed to attend the After School program. However, if the student is at school and will not be attending the After School Program a written notice must be sent to After School Program staff, mguajardo@shcstx.org and to the school secretary, milliechodorow@shcstx.org

EMERGENCY FORMS

The staff will be provided Emergency Contact Information for each student from RenWeb. All phone numbers and emergency contacts must be kept up to date in RenWeb and share new contact information with the school office and staff of Before and After School Care Program.

MEDICATIONS

The school nurse will administer medications if needed for ASAP. The medication has to be filled by a pharmacist with a label bearing the physician's name, student's name, and directions for administration. The parent/guardian must complete the proper medication before medication is accepted.

SICKNESS

For the protection of all the students, the following guidelines have been established. A student having one or more of the following symptoms will not be allowed to attend Before or After School Care.

Guidelines for Exclusion	Guidelines for Returning to the Program
Oral temperature of 100 degrees or above	Fever free for 24 hours.
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours.
Marked drowsiness or malaise	Symptom free.
Sore throat, acute cold, or persistent cough	Symptom free.
Red, inflamed, or discharging eyes	Written physician release.
Wound, skin and soft tissue infections	Exclude until redness is contained and covered with a clean dry bandage.
Swollen glands around jaws, ears, and neck	Written physician release.
Suspected scabies or impetigo	After treatment has begun.
Any skin lesion in the weeping stage	Covered and diagnosed as non – infectious.
Earache	Symptom free.
Pediculosis (head lice)	After one treatment of medicated shampoo and returning to school, child will be checked by clinic personnel. Child must be nit free. Child will be re-checked again by clinic personnel in 7-10 days.
Other symptoms suggestive of acute illness	Written physician release

BEFORE AND AFTER SCHOOL CALENDAR

The Before and After School Program follows the school calendar with the exception of in-service and early dismissal days. The program will be available to students on these days, if enough students sign up to participate.

BEFORE AND AFTER SCHOOL SCHEDULE AND ACTIVITIES

Students that attend the After School Program include a variety of experiences which consist of:

- Outdoor play
- Rest
- Snack Time
- Homework Session
- Tutorial Session
- Opportunity for organized games

Before School Care Schedule:

7:00 a.m. -7:45 a.m. Arrival time and Check-In with Ms. Bousac.	Students read quietly
---	-----------------------

After School Activities Program (ASAP) Schedule:

3:40 p.m.	Students dismissed to ASAP. Parents check out students with Mrs. Guajardo or Ms. Boussac.
3:40 p.m. – 4:00 p.m.	Roll call/ bathroom break
4:00 p.m. - 4:30 p.m.	Playground / recess
4:30 p.m. - 5:00 p.m.	Snack time / rest time / visiting time
5:00 p.m. – 5:30 p.m.	Homework / tutorial time
5:30 p.m. - 6:00 p.m.	Free time in ASAP classrooms, playground or gym.

SAFETY ISSUES

Sacred Heart Catholic School's Before and After School Program will comply with all federal, state, county, and municipal health and safety laws.

- Safety drills will be held regularly to acquaint the children and staff with safety measures to be followed in case of fire, tornado, hurricanes, or other emergency situations.
- Students enrolled in the program will have on file and accessible to staff an Emergency Card with pertinent information about the child.

Sacred Heart Catholic School's After School Program has its own room and includes the following criteria:

- Locked doors to classrooms
- Indoor space is safe, clean and in good repair
- Indoor space is divided into comfortable quiet areas
- Storage space is adequate so materials are kept neat and well organized and appropriate supplies are accessible to children
- Space is provided for children's personal belongings
- Restrooms and water are convenient and available
- A telephone is readily available for incoming and outgoing calls
- Ventilation, lighting, and temperature are controlled
- Special needs are met where needed (ramps, rails, etc.)
- About 75 square feet of outdoor space per child is provided
- Outdoor equipment is safe and age appropriate
- Fire Alarm System in place.



Educating Mind † Heart † Spirit

BEFORE SCHOOL CARE REGISTRATION 2024-2025

Family Name: _____ Home Phone: _____

Student's Name(s)	Age	Grade	Circle Days
_____	_____	_____	M T W TH F
_____	_____	_____	M T W TH F
_____	_____	_____	M T W TH F
_____	_____	_____	M T W TH F

I will use this service on an occasional basis

Check Box:

Father's Name: _____ Phone (wk) _____

Phone (cell) _____

Mother's Name: _____ Phone (wk) _____

Phone (cell) _____

Special Health Problems, Allergies, or information that needs to be noted:

Parent/ Guardian Signature

Date



Educating Mind + Heart + Spirit

AFTER SCHOOL CARE REGISTRATION 2024-2025

Family Name: _____ Phone Number: _____

Father's Name: _____ Phone (wk.): _____

Phone (cell): _____

Mother's Name: _____ Phone (wk.): _____

Phone (cell): _____

Name(s) of Children	Age	Grade	Circle Days
_____	_____	_____	M T W Th F
_____	_____	_____	M T W Th F
_____	_____	_____	M T W Th F
_____	_____	_____	M T W Th F

After School Activities: Must notify ASAP staff for your child to be released

Name(s) of Children	Activity	Circle Days
_____	_____	M T W Th F
_____	_____	M T W Th F
_____	_____	M T W Th F
_____	_____	M T W Th F

All **Local** Persons Authorized to Pick Up:

Name	Relationship	Contact Number
_____	_____	_____
_____	_____	_____

Special Health Problems, Allergies or Information that needs to be noted: _____

Parent/ Guardian Signature _____

Date _____

Become A Saint Guidelines

Peacemakers

Follow Directions

- † Shall Not Hit
- † Shall Not Show Disrespect
- † Shall Not Argue
- † Shall Not Tease
- † Shall Not Act Irresponsibly
- † Shall Not Lie
- † Shall Not Throw Tantrums
- † Shall Not Call Names
- † Shall Not Make Threats
- † Shall Not Whine
- † Shall Not Cheat
- † Shall Not Destroy Property
- † Shall Not Annoy Others
- † Shall Not Steal

Peacebreakers

Do Not... Follow Directions

- Hit
- Disrespect
- Argue
- Tease
- Act Irresponsibly
- Lie
- Throw Tantrums
- Call Names
- Threaten
- Whine
- Cheat
- Destroy Property
- Annoy Others
- Steal



Educating Mind † Heart † Spirit

STUDENT REFOCUS FORM

DATE: _____

TIME: _____

TEACHER/CLASS: _____

HOMEROOM TEACHER: _____

STUDENT'S NAME: _____

OBSERVED BEHAVIOR(S):

Parent's Signature

Date

Return signed form to school



Educating Mind † Heart † Spirit

PRINCIPAL FORM

DATE: _____

TIME: _____

TEACHER/CLASS: _____

HOMEROOM TEACHER: _____

STUDENT'S NAME: _____

Reason for Conference:

- Six Refocus Forms Within One Class
- Hurting Others
- Extreme Disrespect (Defiant Behavior)
- Cheating/Stealing
- Destruction of Other's or School's Property
- Other

What I did . . .

What I should have done . . .

What I will do in the future . . .

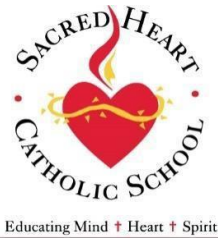
Student's Signature

Principal's Signature

Parent's Signature

Date

Return signed form to principal



**BEFORE/AFTER SCHOOL PROGRAM
HANDBOOK ACKNOWLEDGEMENT FORM
2023-2024**

Dear Parents,

Please sign, date, and return this acknowledgement form to your youngest child's teacher. Your signature and that of your child/children indicate that you have read this handbook. It also means that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations and policies discussed in this Handbook.

Thank you for your cooperation.

Sincerely,
Mrs. Deb Brown

Detach and Return

We have read and discussed the Sacred Heart Catholic School's Before and After School Program Handbook. We agree to follow the program's procedures, regulations and policies covered in this handbook.

Family Name (printed): _____

Parent or Guardian Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

The school and/or the principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.