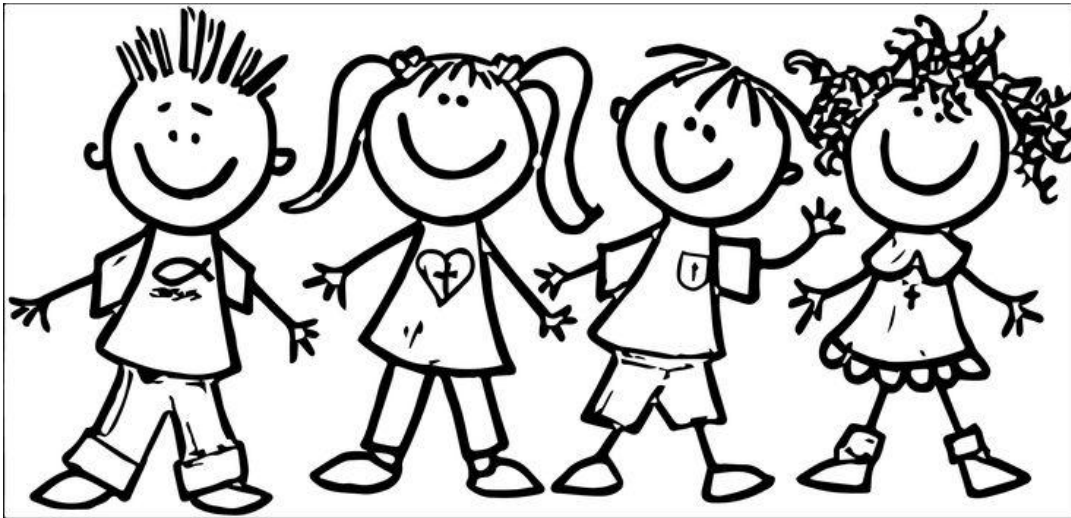




OST Program (After-School Care) Parent Handbook

(Revised April 10, 2025)



**Saint Lawrence School OST Program
Brenda Anderson, Director
113 S. 6th St.
Milbank, SD 57252
605-432-5673
Brenda.Anderson@k12.sd.us**

Welcome

Welcome to the Saint Lawrence Catholic School OST Program. This program was created in recognition of the need for after-school care for the children of Saint Lawrence Catholic School. Our purpose is based on these four basic reasons:

1. To provide the childcare needs of parents and families
2. To create enriching educational experiences for children
3. To involve the entire community in a partnership of caring for its young people
4. To provide a safe, stable, consistent level of care for our students

The information in this handbook is provided for all parents/guardians of students enrolled in the Saint Lawrence Catholic School OST Program. Please contact the Program Director if you have any questions about the program that are not addressed in this handbook. Registration of a student in the OST Program is considered acceptance by the parent/guardian of the policies and regulations laid out in this handbook.

Philosophy and Purpose

The Saint Lawrence Catholic School OST Program is committed to providing quality after-school care for students 5-12 years of age. Our goal is to provide a secure, supervised, and nurturing environment for students in a state licensed facility. The OST Program will extend the mission statement of Saint Lawrence Catholic School:

MISSION STATEMENT

We endeavor to educate the whole student: mind, body, and spirit!

VISION STATEMENT

In partnership with families, we strive to prepare our students to be faith-filled leaders and life-long learners dedicated to serving the Church and community.

SAINT LAWRENCE SCHOOL MOTTO

Inspire. Excel. Serve.

Days and Hours of Operation

The Saint Lawrence Catholic School OST Program will be available for children 5-12 years of age from 3:00-5:30 pm each day Saint Lawrence Catholic School is in session. This will include the days that school is dismissed early, beginning at dismissal time, for teacher in-service. **OST will be CLOSED on any non-school days throughout the year as well as Memorial Day and Independence Day. We will also close when school is let out early due to weather conditions.**

OST will also have the option to close if our numbers are below 10 in attendance. We will contact you as soon as possible to allow you time to find other arrangements for your child. It is important that you hand in your schedules by Wednesday of the prior week so we can make these determinations promptly.

The OST Program closes at 5:30 pm. Parents/guardians whose children remain past 5:30 pm will be charged overtime fees. **An overtime fee of \$1.00 for every minute past 5:30 pm will be charged per child.** Childcare services may be withdrawn if three overtime charges occur.

Summer Program: 7:30 am -5:30 pm

The summer program begins Tuesday, May 27, 2025, and will be open for 12 weeks during the summer. The summer program will wrap up on the Friday prior to the start of school. Please note that OST will be closed for Memorial Day and Independence Day.

Staff

Staff members at the OST Program are carefully screened before hiring. A thorough orientation process is completed with each staff member. All staff members maintain First Aid and CPR certifications. Every staff member is in-serviced with ten hours of child development education every year. Every staff member meets the Safe Environment requirements of the Diocese of Sioux Falls.

Registration

Registration papers must be completed and signed by a parent for each program year. Immunization records must be current and on file with the OST Program or School Office. It is the responsibility of the parent to keep the Program Director or Site Supervisor up-to-date on all information pertaining to their child/children: phone numbers, health information, emergency contacts, as well as schedule changes. All records and information about children and their families will be protected with the strictest confidentiality.

Immunizations

Children enrolled in the program have submitted verification of current immunizations or exemptions when they enroll at Saint Lawrence Catholic School. Our program does not collect this information again as it is already on file in the school office. Newly enrolled students to St. Lawrence may attend OST the summer prior to their start of school.

Schedule and Fee Policy

The OST Program's supplies, salaries, and administrative expenses are supported by fees. Parents/guardians are asked to complete a schedule each Wednesday for the following week. These state the days and hours your child is scheduled to participate in the OST Program. If your child will not be attending during their scheduled times, the parent/guardian is responsible for notifying the Program Director or the Site Supervisor (see absences).

After-School Fees

- \$2.75 per hour /\$3.25 per hour for drop-ins
- Weekly schedules must be turned in by **Wednesday** of the previous week.
- Statements will be sent out monthly and payment is due within five school days. A fee of \$5.00 will be assessed if payment is made after 5 school days.

Summer 2025

- \$2.75 per hour/\$3.25 per hour for students attending less than 15 hours per week.
- **Parents will be charged if they change their child's schedule during the current week. Staff has planned accordingly to care for your children and it is important to respect their commitment to your children.**

*******The cost of OST is subject to change after approval of the budget in March.*******

Drop-Ins: Drop-In care will also be available if possible. The fee for Drop-In care is \$3.25 per hour. Parents who wish to have their students participate in the OST Program on an as-needed basis need to call the school office by 9:00 am on the day care is needed. Care will be provided **if** a student opening is available. If adequate staffing or space is not available, care may be denied. Students will not be allowed to attend the OST Program unless prior arrangements have been made. Once a drop-in day is requested and confirmed by school staff, the parent/guardian will be billed even if the child is not in care.

Payment Policy

Statements will be available at the end of each month. Payment is expected within 5 school days of the statement. If payment is not received the child/children may not be able to participate in the OST Program until payment is received. Childcare services may be withdrawn permanently if late payment occurs more than once.

Absences

If your child will not be attending the program because of illness, scheduled appointments, vacations, or other planned absences, please notify the Director, Mrs. Anderson, or school office in advance. The teachers are not responsible for relaying this information. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the program as intended, the Director or Lead Teacher will contact the parents.

We charge for ALL days that students are signed up for OST, including sick days or doctor appointments. Please mark your schedules very clearly with a start time and a pickup time so we know when your child is to be picked up each day. If your child attends and is picked up earlier than was noted on the schedule, you will only be charged for the time your child was here. If your child doesn't attend, you will be charged for the time that was indicated on the weekly schedule. We do not charge for days that OST is cancelled due to weather or low numbers.

Arrival and Sign-in Procedures

Students will report to the Lunchroom immediately following school dismissal. Attendance and sign-in will be taken at that time. If a scheduled child is not accounted for, phone calls are placed to parents/guardians or emergency numbers as soon as possible. **Drop in students need to be scheduled prior to 9:00 am that day by calling the school office.** Office personnel will call parents of students who arrive at the program without being scheduled.

Program Activities

This schedule for after school care is in place to provide predictability for parents but flexibility is also important. A note on the sign-in/out table will inform parents where the children in the OST Program are at any given time. Parents are welcome to join us at any time to observe and/or volunteer to help with the OST Program. All volunteers must complete the Safe Environment requirements of the Diocese of Sioux Falls. Parents are encouraged to take part in activities at the OST Program.

- 3:05 Arrival / Greeting / Attendance
- 3:10 Bathroom / Snack
- 3:45 Active Play (Outside, weather permitting)
- 4:00 Homework / Quiet activities
- 4:45 Learning Activities / Games / Crafts / Free Gym Time
- 5:30 Closing

Homework Policy

One of the purposes of the OST Program is to give students a quiet environment for study with adult help when needed. All students will be expected to work on quiet, learning activities during homework time. Students should always come to the OST Program with a book to read. Some activities will be provided during this time for students who do not have homework.

Snacks and Lunch

After school snacks will be eaten in the Lunchroom. Parents will provide snacks for the child each day. During summer OST, parents will provide a morning and afternoon snack and a lunch.

Prevention and Response to Allergies

If your child has any allergies, please note that information on the enrollment forms. We will further discuss this information with you to develop a plan to prevent exposure to allergens and to treat your child in the event of an allergic reaction.

Transportation

Transportation to summer rec activities will be provided when students are attending OST. **Parents must provide their child's summer rec activities to the director by May 15 to be added to the driver schedule.** Setting up this schedule is a large amount of work and time consuming. As a courtesy, we ask that you please make sure to hand in child's activity schedule as soon as you finalize it. When field trips are scheduled, transportation will be provided if needed. The Community Bus may also be used to transport students. Field trips will be announced in advance so parents can plan accordingly.

Behavior Management

It is the goal of the OST Program to establish a strong working relationship between child, parent, and staff. Children in the OST Program are expected to exhibit behavior that does not disrupt or interfere with the activities and social interaction of the other children. Children exhibiting disruptive behavior will be asked to "take a break" from the situation. Positive guidance, redirection, and clear-cut limits will be used. If unacceptable behavior is chronic or extreme, the child may need to be removed from the OST Program.

These school-wide rules and playground rules at Saint Lawrence Catholic School will be observed and enforced:

School-Wide Rules

1. Be Orderly
 - a. Walk quietly in the hallways.
 - b. Enter and leave building quietly.
2. Be Respectful of Self and Others
 - a. Be cooperative and respectful to all.
 - b. Not use inappropriate language and gestures.
 - c. Receive permission to use other people's property or materials.
 - d. Keep hats off in the building.
3. Keep Hands, Feet, and Other Objects to Yourself
 - a. Walk without hitting overhead doorways.
 - b. Walk along hallways without marking walls or windows.
 - c. Refrain from defacing school property.
 - d. Keep to the right when walking down halls.
4. No Bullying
 - a. Not use intimidating and/or threatening looks, words, or gestures.
 - b. Help others who are being bullied by speaking out and by getting adult help.

Lunchroom Rules

1. Proper manners are expected to be used by all students.
2. Students may talk in low voice. No shouting.
3. Food should remain on your tray.
4. No food will be taken from the lunchroom to the playground.
5. Students will take their trays and scrape them at the assigned area.
6. Students will return to sit at assigned table.
7. Students are expected to remain seated until the lunchroom monitor dismisses them.
8. Students line up quietly and orderly.

Playground Rules

1. Obey the adult on duty.
2. Play safely.
3. Be kind to others.
4. No shoving or pushing.
5. Take care of the equipment.
6. Stay on the assigned area.
7. Keep away from stray animals.
8. Come back to class on time.

Equipment Rules:

1. No hanging from hoop.
2. Playground Balls: Do not intentionally roof balls.
3. Merry-go-rounds: Both feet on merry-go-round at all times.
Hang on with at least one hand.
No jumping off while merry-go-round is moving.
4. Swings: No jumping off.
One person to a swing.
Sitting only.
5. Slides: Slide down only (no climbing up slide or on top of tunnel slide).
6. Football: No tackle.
7. Winter Rules: No throwing snow.
No sliding on the ice.

Consequences for Misbehavior

1. Verbal warning from adult in charge.
2. Conference with adult in charge and/or stand by the wall.
3. Conference with director.
4. Note sent home to parents about misbehavior from the adult in charge. Must be signed by parent and returned to the adult that sent the note.
5. Serious offenses will be dealt with immediately and individually by a team consisting of the student, teacher, principal, and/or parent.

Illness

Children who are sick, have vomited or had a fever within the last 24 hours should not attend the OST Program. Children who are absent from school or who leave school because of illness will not be allowed to attend the OST Program.

Infectious diseases are extremely common in childhood, and many of them are contagious. If your child has any of the following, they are not allowed to attend the OST Program: measles, chicken pox, shingles, mumps, head lice, scabies, pneumonia, strep throat, conjunctivitis (pink-eye), ringworm, German measles, impetigo, bacterial meningitis, whooping cough. The program will follow the Department of Health's recommendations for addressing a communicable disease and will notify the Department of Health of those illnesses that are required to be reported.

If signs of illness develop while a child is at the OST Program he/she will be separated from the other children and the child's parent/guardian will be notified. If a parent/guardian cannot be reached, emergency contact numbers will be used. Parents/guardians will be asked to pick up the child as soon as possible.

Medication

If possible, a parent should administer all medications at home. If a circumstance requires a child to take medication while at the OST Program arrangements need to be made with the Site Supervisor or the Program Director. Medication may be given to children only with the written consent of the parent/guardian. The Site Supervisor has medication permission forms to be filled out. Medications must be in the original container.

Hazardous Materials & Bio Contaminants

Staff members receive training when hired on the handling and storage of hazardous materials and the disposal of bio contaminants. Staff members are required to follow recommended procedures as outlined in the training and as set in policy by the program.

Accidents

The health and safety of the children entrusted to our care is very important and we work to prevent accidents from happening. If a minor accident occurs during our care, basic first aid will be administered, and a report will be completed to inform parents of the incident. The original will remain in the child's records and parents will be provided with a copy.

In the event of a medical emergency or accident requiring a doctor's treatment, we will attempt to contact the parent immediately at the telephone numbers you have provided on your registration materials. If we are unable to reach a parent, we will attempt to notify the emergency contacts on your registration form and the child's physician, or ambulance as needed.

Child Abuse Reporting

As a child-care agency, all staff and volunteers are obligated by law to report any suspected cases of child abuse or neglect. All employees will be required to read and sign a statement defining child abuse/neglect and the procedures and responsibilities for reporting such cases. Any signs of abuse or neglect will be reported to the Department of Social Services. A background screening will be required of each staff member and volunteer. All diocesan Safe Environment requirements will be met.

If a staff member is suspected of child abuse or neglect, a report will immediately be made to the Department of Social Services or law enforcement officials. The staff member will be removed from work with children while the incident is under investigation. All diocesan policies will be followed. The continued employment of any staff will then be decided by Saint Lawrence Catholic School administration.

Emergency Preparedness Plan

Our program has developed an emergency preparedness and response plan to address emergency issues that may arise at the program. Staff members review this plan upon hire and the plan is reviewed again on a yearly basis to make any changes and update as needed.

Emergency Evacuation Plan

In the event of fire, tornado, or other crisis, the staff of the OST Program will follow the procedures laid out in the Saint Lawrence Catholic School Emergency Handbook:

Sign-out Procedure

Children will only be allowed to leave the OST Program with persons authorized by their parents/guardians to pick them up. Persons who regularly pick up students should be listed on the registration form. If someone else is picking up your child/children, please notify the Program Director.

Communication

Parent support, communication, and involvement are key factors of each child's development and are essential for the successful operation of our program. We will work closely with parents to understand your child's needs. Please use the Remind app to communicate with staff. You will be sent an invitation to join the OST group once you have enrolled your child.

At the sign-in/out table in the lunchroom you will find several methods to enhance this communication. Notes about changes in the OST Program schedule or policies will be communicated to parents through posted notes and parent letters.

The sign-out sheet will also be found on this table. Please sign your child/children out of the program and sign this form.

If you have questions or concerns, please discuss them with the Program Director – Mrs. Brenda Anderson. Communication between parents and staff is imperative to maintain a high-quality program.