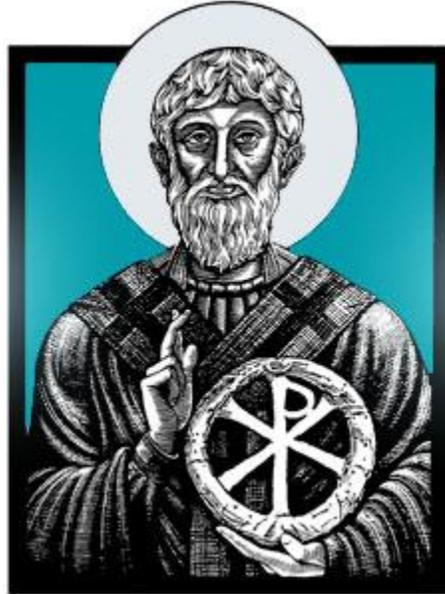


St. Gregory the Great Parish and School



"Greatness through Service"

BOOKENDS

2018-2019

Bookends

Before and After School Care

St. Gregory the Great Parish School
3132 S. 63rd Street
Milwaukee, WI 53219
(414) 327-3173

2018-2019 Bookends' Staff

Mrs. Alice Erlandson, Director
Miss Kaitlyn Dery, Assistant
Mrs. Selene Jackson, Assistant
Mrs. Georgia Wendorf, Assistant

Philosophy/Goals

Bookends' Before and After School Program (Bookends) provides childcare before and after school hours. Bookends is a school-run program following the ideals and philosophy of St. Gregory the Great Parish School. The goal of Bookends is to provide a well-supervised, safe, and structured environment where students can engage in activities that allow for choice, responsibility and enjoyment.

Admission Policies

Bookends is available to all St. Gregory the Great students in K4 - 8th grade. Families must complete the Bookends' registration materials and remain current with fees/payments in order to participate.

Registration

Bookends' registration for the current school year opens at Back-to-School Night. Parents will be asked to fill out a Bookends' registration form and pay the yearly registration fee at this time. Registrations will be accepted throughout the school year.

A family may use Bookends without formally registering. They will be charged \$15 per child for the session regardless of drop-off or pick-up time. If the registration form and fee are submitted immediately after attendance, the family will be charged the regular Bookends' fees.

Hours/Fees

Bookends is open on school days only. Bookends' before-school hours are 6:30-7:45 a.m. The cost is \$6.00 per student. After-school hours are 3:10-6:00 p.m. The cost is \$6.50 per student for one hour or less and \$10.00 per student for pick-up any time after the first hour.

Adults are asked to kindly remember that Bookends closes promptly at 6:00 p.m.

Because we need to continue paying staff if a student is not picked up by 6:00, a late fee of \$1.00/minute for each child will be assessed. We ask that parents please call if

they are running late so their children do not worry, and so staffing arrangements can be made. Habitual late pick-ups could result in children being transferred to a higher authority and/or having Bookends' services terminated.

Scheduling

It is requested that prior notice of a student's attendance be provided to Bookends, **especially if** the student will be coming from or leaving to attend an after-school activity, e.g., scouts, sports practices, Youth Choir/Schola, Success Club, SKY Team. Scheduling Bookends' attendance may be done on a weekly or monthly basis using the Bookends' scheduling sheet or a note. Emergency use of the program is also available. Please call the school office or the Bookends' direct line (414-327-3173) to let the Bookends' staff know if your child will need to attend at the last minute.

Location

Bookends is located at the southern end of the St. Greg's facility on the lower level of the Parish Office between the school building and the K4 classroom. The space has its own secure entrance off the playground, and includes a play/snack area, a coat room, and a quiet reading/homework area.

Program

The planned activities allowing for choice, responsibility, and enjoyment include:

- Homework area with reference materials
- Activity sheets and drawing materials
- Board games, puzzles, and card games*
- Books and magazines
- Carpet play: Legos, Lincoln Logs, Tinkertoys, blocks*
- PM session only: snack and outdoor recess*
- Clean up

*The Bookends' program is supplied with play and sports equipment. Students are asked not to bring toys or sports equipment to school. (Refer to page 28 in the Parent-Student Handbook.)

Snacks/Food Allergies

A snack is provided to students attending the after-school program. Upon notice, special dietary needs will be taken into consideration. Bookends will provide an allergy-controlled snack table for students with severe food allergies. Students may bring their own healthy snack to be eaten at snack time.

Discipline

Students are expected to demonstrate positive behaviors that reflect the behavior standards of St. Gregory the Great Parish School. (Refer to pages 7 through 9 in the Parent-Student Handbook.) Failure to comply with these standards could result in dismissal from the program.

Daily Attendance and Release

Parents/guardians are required to sign their child/ren in for before-school care and out of after-school care. Child/ren are released only to parents or to individuals whom the parents have previously authorized to pick up their child/ren. A photo I.D. may be requested if the authorized person is unfamiliar to program staff.

If, while attending Bookends, a student needs to attend a scout meeting or sports practice being held at St. Greg's, an authorized adult must come to Bookends to sign the student out and escort the student to and/or from the activity. Children will not be allowed to leave Bookends unattended; the Bookends' staff is unable to accompany students out of the Bookends Center.

Parking for Drop-off and Pick-up

When dropping off before school, parents may park near the Bookends' entrance before the orange parking cones are in place. If parents arrive after this time, they are asked to please park in the designated area.

When picking up after school, parents are asked to park in the designated parking area until the orange cones have been put away **AND** when the children are outside playing. After this time, parents may park near the Bookends' entrance.

Payment

Prepayment is required to attend Bookends. Payment planning sheets will be available at the entrance to Bookends and on the school website. Parents may make payment electronically at <https://stgregsmil.weshareonline.org/bookends>, by check made out to St. Greg's Bookends or by cash. Payments can be given directly to the Bookends' Director, turned in to the school or parish office, or mailed to Bookends (3132 S. 63rd Street, Milwaukee, WI 53219.) It is not recommended that payment be sent through backpack mail. St. Greg's and Bookends are not responsible for payments sent by this method.

Once parents have made a deposit into their family account, their children may use Bookends' services. When the account becomes low, parents will be informed via email. If the account becomes empty, children will not be able to attend Bookends until a deposit has been made. If a registered child is sent to Bookends when there is no money in their account, parents will be called and asked to come pick up their child(ren) immediately, and the \$15/child non-registered fee will be assessed for that session.

Communication

In an effort to maintain regular and timely communication with parents/guardians, the school sends home a bi-weekly newsletter, "The Great News." Please carefully read the newsletter for information regarding the Bookends' Program. Bookends' information and correspondence from the Bookends' Director will be emailed. Please make sure you have a current and active email address on file with Bookends. If you cannot be reached by email, please notify the Bookends' Director so other notification arrangements may be made. Call the Bookends Center (414-327-3173) with any questions or to leave a message.

Emergency Procedures

Copies of student emergency cards which include health concerns, medical information and phone contact numbers are kept in the Bookends Center. St. Gregory the Great Parish School has a detailed crisis plan for the safety of all the children and staff. A copy of the crisis, fire, and tornado evacuation plans are posted in the Bookends Center.

Health

First aid, medication dispensation and emergency care follow school procedures as found on pages 17 and 18 of the Parent-Student Handbook. The Bookends' staff is not permitted to dispense medication of any kind to students unless a medical consent form is on file in the Bookends Center. Bookends does not have access to medication stored in the school office. If you would like us to have medication on hand for your child, you must send another supply to be kept in Bookends.

Safety

In order to maintain the safety of children and adults of Bookends, the staff asks:

- When you drop off or pick up your child(ren), please stand in front of the camera located on the buzzer and clearly announce who you are and the name of the student you are dropping off or picking up. This allows the staff to make sure we are not letting someone in the building that doesn't belong here. Please do not be offended if we ask you to repeat yourself; the room is often quite noisy with children at play.
- Please do not hold the door open for other people, even if you know they are Bookends' families. The Bookends' staff needs to be aware of who is entering and exiting building. Everyone should buzz in.
- If someone will be picking up your child(ren) other than the people you included on your registration form, please inform the Bookends' staff with a phone call or preferably a signed note telling us who will be picking up.
- If you are picking up while the Bookends students are outside playing, please park in the designated parking spots on the parking lot.
- You must always come in the building to sign your child in and out.