

ASTEP Handbook

St. Margaret Mary School



After School Tutorial and Enrichment Program

2826 Herr St.

Harrisburg, PA 17103

School phone: (717)232-3771

ASTEP/BSTEP phone: (717)444-9196

The purpose of this handbook is to detail the program and policies of the St. Margaret Mary ASTEP/BSTEP Program. Please read it carefully and sign the signature page to indicate you have read the handbook and fully understand its contents.

Mission Statement

The goal of the Before and After School Tutorial and Enrichment Programs (ASTEP/BSTEP) is to provide faith-filled, developmentally appropriate care for children of St. Margaret Mary School while parents are working. A safe, healthy, and nurturing environment will meet the spiritual, social, emotional, cognitive, and physical needs of each child. Communication between parents and the program is open, clear, regular, and sustained.

Program

ASTEP is open to all students K-8th currently enrolled at St. Margaret Mary School with limited positions available for Full Day PreK4/5 students upon approval. ASTEP/BSTEP provides a caring environment and a choice of materials and activities. It is adaptable, flexible, and welcoming. Enrollment is available at a monthly savings rate, or as needed with a daily rate. All financial commitments or responsibilities to St. Margaret Mary School must be met and maintained to remain eligible to enroll and be retained in the program.

Our daily schedule follows this general time pattern:

3:00-3:20 Attendance & Bathroom Break 3:20-4:00 Outdoor or free play 4:00-4:25 Snack 4:30-5:30 Homework or play time according to age

Fees

ASTEP tuition will be determined each year during the registration period. There is a \$20 registration fee for all new families of the BSTEP/ASTEP programs. ASTEP tuition can be determined by the chart on the ASTEP Financial Contract. For full time ASTEP students, payments can be made on a monthly or bi-monthly basis. Bi-monthly payments are due on the 1st and 15th of each month. Monthly payment is due the 1st of each month. "As needed" payments should be remitted on the day of service, or the next available school day. If the payment due dates fall on a holiday or weekend, the payment is due the next day that ASTEP is in session. Students should be picked up, and exit the school building on or before 5:30p.m. After 5:30, a \$2.00 per minute late fee per child will be added to your next payment. If monthly payment is not remitted by the 5th of the month, or "As needed" payments are not remitted within two school days of the day of service, services will be discontinued until payment is remitted.

BSTEP tuition is per day according to the BSTEP financial contract. BSTEP tuition will be billed at the end of each month and is due within 15 days of the bill date. If payment is not remitted within 5 days of the due date, services may be discontinued until payment is remitted. Please send payments to school with your child in an envelope marked ASTEP/BSTEP. CHECK OR MONEY ORDER ONLY.

Lateness:

After 3 late pick-ups- 1 week (5 days) suspension from program

After 3 more late pick-ups (6)- 1 week suspension from the program

After 3 more late pick-ups (9)- 1 week suspension from the program

The 10th late pick-up will result in removal from the program.

If a student has not been picked up by the closing of the program (5:30PM), and no contact can be made with parent, guardian, or emergency contact, to arrange pick-up, the local police and Children and Youth Services will be notified after 30 minutes from the closing of the program.

Hours

ASTEP provides services from the time of school dismissal until 5:30 p.m. The program offers services ONLY on days St. Margaret Mary School is open for scheduled FULL days. Services will not be provided on half days, holidays, early dismissals, or any other day St. Margaret Mary School needs to close before 2:40 p.m.

If bad weather or other emergency occurs during the school day or ASTEP hours, information will be on WHTM television, posted on the school website, and registered phone/text/email contacts will be alerted through the One Call system. Please follow the same guidelines as established by St. Margaret Mary School and detailed in the school handbook.

Enrollment Information

ASTEP/BSTEP maintains information on each child enrolled in the program. The Family Information Form, ASTEP/BSTEP Financial Contract, and ASTEP/BSTEP Handbook Contract, and Child Health Report are required to be filled out and signed by the parent upon registration and enrollment. Please promptly inform the program of changes in any of this information (change of address, phone number(s), allergies, etc.)

ASTEP/BSTEP faculty will not administer any medication (with the exception of life-saving medication, i.e. epi-pen) to a child. It is our policy that parents administer all medications to

their child outside the hours their child is enrolled in the program. Children are NOT permitted to carry medication with them, even life-saving medications. Please make sure the ASTEP/BSTEP faculty is aware and an epi-pen, inhaler or any other life-saving medication, accompanied by a physician's order, medication form, and emergency action plan are given to the StMM school nurse before your child begins attending the ASTEP program. If a child becomes ill or injured while in the program, a staff member will notify the child's parent/guardian as soon as possible.

Snack/Food

A daily snack will be provided for each child at the ASTEP program. Please notify the program of any special dietary needs or food allergies. The program will attempt to meet these needs. Parents may provide alternate snacks for a child with special dietary concerns. ASTEP tries to provide a healthy snack for the children. We also factor in "fun" treats on special occasions, such as cupcakes, cookies, or an ice cream treat.

Child Drop-Off/ Pick-Up

The following provisions are made for the safe and secure departure of all children and for their release only to authorized individuals:

- Drop-offs and Pick-ups will occur at the bus hall/cafeteria door, door # 7.
- A parent or guardian for all BSTEP students must walk the student from the parking lot to door #7 and ring the bell located to the right of the door for drop-offs. Students will be signed in at drop-off.
- ASTEP students' parent/guardian, or authorized individual must ring the bell located to the right of door #7, wait for staff to answer and enter the building and sign the child out each day for pick-ups
- ASTEP students and their parent/guardians must leave from school premises by 5:30PM.
- Children will be released only to those persons strictly specified on the ASTEP Family Info. Form.
- Photo identification will be required if the ASTEP faculty is unfamiliar with the pick-up person.
- If a person not already specified on the ASTEP Family Info sheet will pick-up a child, a parent must email ms.oliphant@stmmhbg.org, or call/text the ASTEP phone at (717)444-9196 and leave the person's full name. This person will be required to show identification at pick-up.
- Children will not be released to any individual without custodial parent consent. It is vital to keep the program notified of any changes in pickup individual in advance and in writing.

Discipline

All children enrolled in ASTEP are expected to adhere to all rules, policies, and code of behavior established and stated in the St. Margaret Mary School handbook. All children are expected to understand and behave in accordance with any additional rules, policies, and code of behavior established by ASTEP.

- Children may not leave designated program area without staff approval or parental accompaniment.
- Speak and act in a respectful manner to other children, staff, volunteers, or anyone involved in the program.
- Respect all program materials and facilities.
- Reimburse the program for lost or damaged materials.
- Maintain proper standards for dress/attire.
- Help develop and maintain a safe and supportive environment for all individuals in the program.
- Observe rules of Christian conduct.

Statement of Consequences

3 behavior write-ups – 1 week (5 days) suspension from program

After 3 more write-ups (6) – 1 week suspension from the program

After 3 more write-ups (9) – 1 week suspension from the program

The 10th write-up will result in removal from the program

Discrimination Policy

St. Margaret Mary School ASTEP/BSTEP program will make every effort possible to avoid instances of discrimination amongst its staff and students. If a student or parent/guardian believes an instance of discrimination has occurred amongst our personnel, vendors, contractors, students, parents/guardians, or other applicable parties involved in the operation of the St. Margaret Mary School ASTEP/ BSTEP, he/she are encouraged to report it immediately. If concerns arise that reasonable accommodations are not being made, please report it immediately. Please send an email to mrs.pronio@stmmhbg.org to file a report with Mrs. Pronio, who will investigate and review any complaints confidentially with the involved parties within 30 calendar days. List all involved persons, as many details about the situation as possible, dates, and time frames surrounding the concern. Reports of Discrimination can also be made directly to the entities in our Non-Discrimination in Services Policy Statement Listed below.

Extra Curricular Activities

In the event that students will be going directly to an extracurricular activity after school, and not attending ASTEP, please send a change of transportation form or note to the school office.

If a student will be attending ASTEP once an extracurricular activity has concluded, please send a change of transportation form and a note labeled ASTEP and note: your child's name, the anticipated time of arrival at ASTEP, the name of extracurricular activity and the name of the adult supervising the extracurricular activity. Arrangements will need to be made with the supervising adult to direct your student to ASTEP when the activity period has ended.

If a student needs to leave ASTEP to attend an extracurricular activity a note labeled ASTEP needs to be sent to the school office that the student will be participating in the activity. The note will need to grant permission for your child to leave ASTEP and be directed by staff or the supervising adult to the extracurricular activity. The note will also need to list: your child's name, the activity which they will be participating, the name of the supervising adult, the expected time the activity will begin and include a parent/guardian signature. ASTEP teachers will do their best to make accommodations to drop-off students at the activity, but arrangements may also need to be made by the adult supervising the activity to pick-up students from ASTEP care if ASTEP teachers are unable to maintain an appropriate ratio of teachers to students at the time of the activity.

Parent/Teacher Correspondence

ASTEP teachers strive to maintain consistent and clear correspondence with parents. If you have any questions or concerns, please speak to an ASTEP teacher. All program or financial questions should be directed to Ms. O at ms.oliphant@stmmhbg.org, or by calling/texting the ASTEP/BSTEP phone at (717)444-9196. If any emergency situation occurs after school hours including change of pick-up person or late pick-up please text the ASTEP/BSTEP phone at (717)444-9196. All changes of transportation, designated pick-up person, or requests for change in care routine must be made in writing.

God Bless you and thank you for entrusting us with the care and safety of your children!

SUBJECT: Non-Discrimination in Services Policy Statement

TO: Parents/Guardians of St. Margaret Mary ASTEP/BSTEP Students

FROM: Mary Jo Pronio, Principal

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including Limited English Proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/ student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

St. Margaret Mary Alocoque Parish & School Charitable Trust ASTEP/BSTEP

2826 Herr Street

Harrisburg, PA 17103

Commonwealth of Pennsylvania
Department of Human Services
BEO/Office of Civil Rights Compliance
Room 225, Health & Welfare Building
[complaint](#)
P.O. Box 2675

Harrisburg, PA 17120
Inquiries: (717) 787-1127
Email: RA-PWDHSCivilRights@pa.gov

Office for Civil Rights
U.S. Department of Health and Human Services Centralized Case Management Operations
200 Independence Avenue, S.W.
Room 509F HHH Bldg
Washington, D.C. 20201
Customer Response Center: (800) 368-1019 TDD: (800) 537-7697
<https://www.hhs.gov/ocr/complaints>
Email: ocrcomplaint@hhs.gov

Pennsylvania Humans Relations Commission
333 Market Street, 8th Floor
Harrisburg, PA 17101
<https://www.phrc.pa.gov/File-a->

Inquiries: (717) 787-4410

TTY users only: (717) 787-7279