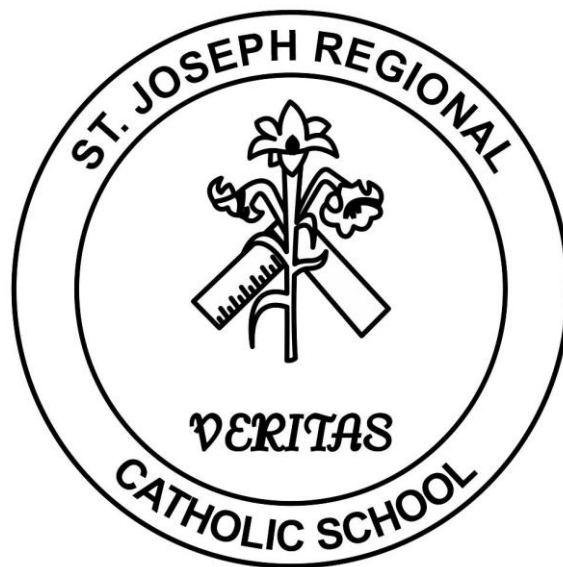




Archdiocese of Galveston-Houston

Before and After School Program Handbook 2026-2027

“Where Every Day Begins in Prayer”

1811 Carolina Street
Baytown, Texas 77520
www.stjosephbaytown.com

St. Joseph's Regional Catholic School Aftercare Program

Mission Statement

St. Joseph's aftercare program is designed to provide a safe and academically productive environment for students of parents unable to pick up their child at the dismissal time. The goal of aftercare is to allow students to experience an environment that inspires imagination, encourages spiritual growth, and fosters students to reach out for homework help.

Aftercare Check In Procedure

At 3:45 P.M. Teachers of students registered in the aftercare program will escort the students to check into the aftercare program. Students registered in the aftercare program will immediately arrive at the aftercare room upon school dismissal. Upon arrival at the aftercare room, enrolled students will wait for staff members to check them in. Once all students are checked in, staff members will distribute the appropriate snacks.

Non-Enrolled Students

Students not enrolled in the aftercare program, but their parents or guardians have not arrived to pick them up, the teacher in charge of aftercare that day will escort the students to the aftercare room. Office staff will work with the student to ascertain the guardian approved arrangements. Once arrangements are determined, and if necessary, the student may join the aftercare program for that day only. A staff member will then record the student's attendance. Payment amount for the care of the student will be viewable on the parent's FACTS on the next billing cycle, typically mid-month.

After School Club Members

At the conclusion of meetings and/or activities, students waiting for pick-up will do so quietly in the library, with their club sponsor. Club members are NOT to attend aftercare unless their guardians have previously made arrangements to attend.

Aftercare Sign-Out Procedure

Guardians of aftercare enrolled students will pick-up their child no later than 6:00. If the guardian is late, they will be charged \$1.00 for every minute past the allotted time. Upon arrival, guardians will walk up the Front door for pick-up. The student

will be escorted outside the door.

ALL persons attempting to pick up a student **MUST** be on the student's pick-up list and ready to show identification. If they are not on the student's pick-up list, then written or e-mailed permission from the legal guardian must be given to the aftercare coordinator.

Absolutely **NO** student will be dismissed to a person not claimed on the child's pick-up list without the legal guardian's **WRITTEN** approval.

Aftercare Off Days

Aftercare will not be provided on the last day before a holiday break. Parents are responsible for arranging the pick-up of their child at the dismissal time on those days.

BEFORE AND AFTER SCHOOL PROGRAM PARENT AGREEMENT

In consideration of my child(ren)'s participation in the program, I agree to the following:

- I agree to pay the amount listed on the fees chart. These fees will be billed through FACTS.
- I agree that I will pick up my child by 6:00 PM or earlier. I understand that in the event my child is not picked up by 6:00 PM, a fee of \$15 within the first fifteen (15) minutes (until 6:15 PM) and \$1.00 per minute per child thereafter in addition to the charges for that day will be assessed. After 6:15 PM, my emergency contact will be called.
- I agree to walk up and personally pick up my child from the Before and After School Program.
- I agree that St. Joseph Regional Catholic School will be held free and harmless from any and all injuries occurring to my child, except as to such injuries that directly result from acts of negligence on the part of the St. Joseph Regional Catholic School
- In the event of an emergency, I give my permission to the staff member to have my

- child treated by medical personnel. The staff member in charge shall make reasonable attempts to contact me prior to any emergency medical treatment.
- I understand that in the event of late payment, late pick-up of my child, or for any other reasonable cause, the St. Joseph administration or his/her delegate reserves the right to remove my child from the Before and After School Program for the remainder of the year.
 - I understand that the Before and After School Program is an extension of the school and that all rules and policies apply.

BEFORE AND AFTER SCHOOL PROGRAM FEES

PROGRAM FEES

The monthly rates are based on a 180-day school year and are pro-rated over a ten-month period.

BEFORE AND AFTER SCHOOL PROGRAM MONTHLY RATES APPLY TO STUDENTS IN PRE-K – 8TH GRADE.

BEFORE SCHOOL (6:30 AM – 7:00 AM)

CHILD(REN)	1	2	3
MONTHLY RATE	\$110	\$170	\$250

AFTER SCHOOL (3:45 PM – 6:00 PM)

CHILD(REN)	1	2	3
MONTHLY RATE	\$110	\$170	\$250

Fees cannot exceed more than the prescribed monthly fee. Families may only occasionally need Before/Aftercare. For those circumstances, St. Joseph Regional Catholic School will charge \$10 per day for the morning and afternoon session.

IF YOU HAVE AN OUTSTANDING BALANCE YOUR CHILD/(REN) WILL NOT BE PERMITTED TO RETURN TO THE PROGRAM UNTIL HIS/HER BALANCE IS PAID IN FULL.