

# ST MARY'S ELEMENTARY SCHOOL

2 St. Mary's Hill  
Lancaster, NY 14086-2033  
www.smeschool.com

Phone: (716) 683-2112  
Fax: (716) 683-2134

*"...visible examples of gospel living"*

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Dear SME Parents,

Thank you for registering at St. Mary's Elementary School for the 2021-2022 school year. We are very excited to see our students and families when we return in the fall. In addition, we look forward to seeing all the new faces who will be joining our SME family.

Enclosed you will find some supplemental materials that will be helpful to you during the upcoming school year.

If you are interested in our Afterschool Care Program, please fill out and submit the registration form and send it to the school before September. You can mail your form directly to the school. Send it to the attention of Afterschool Care Program or drop it off in our secure mailbox lockbox located on the wall of the building at our main entry door #1. We encourage all families to submit the registration form in the event you need after school care, your paperwork is already on file. It's a great backup plan!

In an effort to answer any questions you may have now or anytime during the course of the school year; we have created what we call the ABC's of SME. We hope that you will find this a valuable tool as within it you will find the answer to any number of questions or concerns you may have.

Additionally, our 2021-2022 school calendar is also enclosed for your reference.

Lastly, you will find a brochure provided by our cafeteria staff. This flyer includes St. Mary's Elementary student menu favorites.

Please be sure to look over the enclosed materials and contact the school via E-mail at [secretary@smeschool.com](mailto:secretary@smeschool.com) with questions or concerns. We will be happy to assist you.

Thank you for choosing St. Mary's Elementary School for your family.



# St. Mary's Elementary School

## Afterschool Care

Welcome to the Afterschool Care program!

Our Afterschool Care is an extended day care program for our students at St. Mary's Elementary School.

### TIME AND DISMISSAL

The Afterschool Care operates from 1:50 to 6:00 p.m., Monday through Friday on all regular session school days and 1:00 to 6:00 p.m. on the 1:00 p.m. early dismissal days. Afterschool Care does not operate on the 10:45 a.m. dismissal days.

If for any reason someone other than those authorized on the child's registration form is to pick up a child, a note signed by the parent must be presented to our Afterschool Care supervisor.

### ACADEMIC TIME

Afterschool Care is committed to helping our students with their academics. Students will be required to participate in a 30 minute academic time where they have a chance to do their homework, read, or get extra help in a given area.

### SCHEDULE\*

2:00 - 2:45 Snack/Individual Play  
2:45 - 4:00 Gym / Table Activities

4:00 - 6:00 Free Choice activity & crafts  
\*Due to COVID restrictions activities are rotated every 10 minutes

### PURPOSE

Afterschool Care was established as a service to the families and children of St. Mary's Elementary. This service has grown out of a sincere love for children and a desire to help our SME families. Our purpose is to provide an environment that is safe and conducive to good health where students ages Preschool through Grade 8 can work and play together.

### PHILOSOPHY

St. Mary's extended day care is a ministry of St. Mary's Elementary School and provides after-school care to the students enrolled at St. Mary's Elementary School. Our Afterschool Care seeks to see children achieve a balanced growth physically, emotionally, and intellectually by creating an environment of love and trust. Here a child can learn by group participation, self-expression, and one-on-one interaction with an aide in his/her own way. It is our desire to be an extension of the home to reinforce the values and character development begun at home. We encourage a good working relationship between the home and the school.

### SNACK

Afterschool Care **does not** provide snacks. If you feel your student will need a snack after school, please send one in their backpack. Please remember that the snack must be peanut/tree-nut free.

### PAYMENT

The cost is \$8.00 an hour per child or \$12.00 an hour per family. The tuition office will invoice for payment bi-weekly. The payment due date is listed at the bottom of the Afterschool Care invoice in the clip off remittance section. Do not include Afterschool Care payments with any other payment. Please issue a separate check. Afterschool care ends promptly at 6:00. If any student(s) are picked up after 6:00 accounts will be charged a flat rate of \$10 between 6:00 and 6:05 pm, with an additional \$1.00 per minute added thereafter.

### REGISTRATION

Registration forms are available in the school office. There is no fee to register. Students may enjoy Afterschool Care on a scheduled basis or requested by the parent /guardian as needed. A note must be provided to the teacher indicating when Afterschool Care services are requested.

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## AFTERSCHOOL CARE REGISTRATION FORM 2021-2022

Family Last Name (Please Print): \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

Please list any medical concerns or allergies: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

Please list any medical concerns or allergies: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

Please list any medical concerns or allergies: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

Please list any medical concerns or allergies: \_\_\_\_\_

Mother's Primary Phone: \_\_\_\_\_ Father's Primary Phone: \_\_\_\_\_

Mother's Secondary Phone: \_\_\_\_\_ Father's Secondary Phone: \_\_\_\_\_

Mothers Email: \_\_\_\_\_ Father's Email: \_\_\_\_\_

In case of an emergency, please list the names and phone numbers of two alternate adult contacts:

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

In addition to the parents, the following adults **may** pick my child(ren) up from Afterschool Care:

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

The following individuals **DO NOT** have permission to pick up my child(ren) from Afterschool Care:

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

My child(ren) will generally attend:

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday Until approximately: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ABC's of SME

<b>A</b>	Absences	If your child will be absent, call the main office at 683-2112 by 9:00am or email the secretary & teacher(s). If you are requesting homework to be picked up at the end of the day it must be done at this time. An excuse must accompany your child on their first day back.
	After School Care	After school care is available to all students pre-k through grade 8. Registration forms were in your school registration packet, and are always available on our website or in the main office. Joining our after school care program can happen at any time as needed during the year.
	Attendance Policy	Please review this important policy in our 20-21 handbook which will be distributed in the first weeks of school and is expected to be read & the last page signed off on and returned.
<b>B</b>	Back to School Night*	We are hopeful to bring back our 'Back to School Night' next school year!
	Birthdays	We encourage you to celebrate your child's birthday through our cafeteria. Our kitchen offers a variety of snack options and order forms are available on our website, with different price point options noted. Orders should be submitted a week prior to the date which you would like to celebrate.
	Building Hours	Early drop off is available from 7:00-7:30. Our doors open at 7:30. Students are tardy at 8:10. Pre-K is released at 1:50. Bus dismissal is at 2:15. Parent pick up is at 2:30. Any walker/parent pick up not dismissed by 2:45 will await your arrival in our after schoolcare program and regular rates will apply. Afterschool care runs until 6:00.
	Blue Folder Day*	Our weekly NewsNote goes home each Wednesday. In lieu of our reusable blue folders, the information will be stapled for distribution. Please take a moment to review this information each week to stay 'in the know'.
<b>C</b>	Calendar	Our annual calendar is distributed at the start of our school year and is always available on our website. A monthly calendar is also sent home for easy reference in the last NewsNote of the month. An upcoming calendar section is also on the front page of our NewsNote.
	Cameras	For the safety of everyone on campus, our school is monitored with closed circuit cameras. Footage can be reviewed for any reason by administration.
	Cell Phones	Students are not allowed to use cell phones during the school day, and they must be turned into their homeroom teacher each morning. In the event of an emergency, students may be permitted to utilize the phone in the office. Forgotten homework, athletic equipment/P.E. clothes or musical instruments do not constitute as an emergency.
	Christian Witness	Each month one student per class is chosen to receive the Christian Witness Award. This award is in recognition of a student who has embodied our vision of being "... a visible example of Gospel living".
	Class Parties	Many of our classrooms are Peanut/Tree Nut safe. This means there are to be no home baked goods brought into the classroom. Any food treats must be prepackaged and indicate that they are safe. This includes any/all candy for holiday parties. All items will be checked and approved by the nurse &/or office staff before being allowed to go to the classroom.
	Clubs	We offer a variety of different clubs which will be indicated during morning announcements and in our weekly NewsNote.
<b>D</b>	Dances	Dances are open to our middle school students (gr 6-8) & area catholic schools only. Watch for flyers & information in the NewsNote.
	Dismissal Procedures*	Safety is ALWAYS our top priority! - Pre-K dismisses at 1:50 via doors 5 & 6. There should be <b>NO</b> turning around in any of the driveways along the side of the school building when lining up at door #5. Drivers must pull all the way around the main lot to get into the pick up line. - Kindergarten-Grade 8 walker/parent pick up begins at 2:30. It will occur at our Parish Center Doors (#11). - Please be prepared to show identification until such a time as the teachers are able to recognize you.