

# St. Gerard Majella Catholic School

Coronavirus-COVID19  
Aftercare 2020-2021

***“We are all in this together.”***



August 16, 2020

Dear Parents and Guardians:

Welcome back for the 2020-2021 school year! We are excited to see the students and families after such a long time apart. We are happy to be able to offer Aftercare at this time. We are following the COVID model from the school day in order to keep children as safe as possible. Please know, however, should it no longer be safe to operate Aftercare, Ms. Guthrie will notify families so alternate arrangements can be made.

Most Aftercare staff are SGM teachers or staff members. We do have a new addition to our Aftercare crew, Mrs. London Klima. She will be at Aftercare all days for the entire time. Other Aftercare staff will work on rotating shifts. Mrs. Katie Hicks has updated our SGM website, with a page for Aftercare. There you can see who the staff are, new protocols, and a specific email address to communicate with the staff and Ms. Guthrie for Aftercare related needs.

We have some new staff to Aftercare and families new to SGM. Aftercare staff may ask for the ID of the individual picking up students from Aftercare. This is for safety reasons, thank you for understanding.

**Updates to Aftercare:**

- Students will be in grade level cohorts like the school day to minimize exposure from other cohorts
- All students will play outside as much as possible, weather permitting, to allow for mask-free time, fresh air, and exercise. Please check the weather forecast to make sure your child(ren) has/have the appropriate clothing/outerwear for outdoor activities.
  - Homework time may be scheduled when we return indoors- but it is not the responsibility of Aftercare staff to ensure homework is completed.
- Students and staff will wear masks while inside during Aftercare.
- If we are playing inside
  - students will be socially distanced in their cohorts
  - Students will play with items from their personal "Busy Box" (more information in the section about Busy Boxes)
- Students will wash or sanitize their hands when arriving at Aftercare, after snack time, and when returning indoors from the outside.
- When playing outside, students will play in cohort groups using playground equipment for their cohort- it will be sanitized daily.
- Cohorts will rotate through the week to different outdoor locations: the field, black top, and playground so all can enjoy different play areas.
- Students' backpacks will have a luggage tag with their names on it so that Aftercare staff and guardians can easily and quickly identify a child's belongings.
- Parents will not be able to enter the building just like the school day.

- There will be a sign outside of the doors at Ligouri Hall to indicate where the grade level cohorts are when playing outside. Students will have their belongings with them at that outdoor location and parents should proceed to that area and sign out their child(ren) with the Aftercare staff member.
- If students are in Ligouri Hall, parents will ring the doorbell and an Aftercare staff member will greet them at the door and bring their child(ren) to them and sign them out.
- We ask that if several parents arrive at the same time, please socially distance outside the doors.
- Aftercare will provide one snack for each child which is eaten around 3:15-3:30 pm. No drinks are provided. Students should have their water bottle and will be able to refill it at the bottle filling stations. Should you expect that your child will stay most of the time, you may want to pack an additional snack. Students (including siblings) cannot share snacks. This is for safety reasons.
- Aftercare staff will not be responsible for extra curricular activities/schedules.
  - Students will not be able to change clothing at SGM.
  - Aftercare staff will not walk students to extracurricular activities on SGM's campus due to health screening procedures that need to be done by a parent/guardian

### **Typical Schedule:**

2:55

- Primary students will be walked to Aftercare in Ligouri Hall by an aide
- Attendance check in with Mrs. Klima and other Aftercare staff member
- Wash/sanitize hands
- Wait at assigned table for prayer and snack (small activity while waiting)

3:05

- Intermediate students will be walked to Aftercare by an aide or teacher
- Attendance check in with Mrs. Klima and other Aftercare staff member
- Wash/sanitize hands
- Wait at assigned table for prayer and snack (small activity while waiting)

3:10

- Middle school students will arrive at Aftercare
- Attendance check in with Mrs. Klima and other Aftercare staff member
- Wash/sanitize hands
- Wait at assigned table for prayer and snack

3:15-3:30      Prayer and snack

3:30-5:30

- Wash/sanitize hands
- Play outside (weather and daylight permitting)
- The gym will be available from 3:30 until 4:00/4:30 depending on practice times

5:30-6:00

- Play inside or homework in Ligouri Hall

\*A gentle reminder: Parents will pay aftercare staff \$5.00 each minute that they are late or at 6:20 they will pay the aftercare workers \$60. No exceptions.

### **Behavior:**

Aftercare is an extension of the school day. Therefore, students should conduct themselves as they would during school hours. Please refer to pages 12-15, "Standards of Behavior" as found in the 2020 SGM Parent Student Handbook.

Should offenses be repeated or grave enough, the child may be refused access to the Aftercare program. This is at the discretion of the principal and the pastor.

### **Busy Boxes:**

In order to keep students safe, they will each be provided with a plastic shoebox sized container with a lid to store small toys, coloring supplies, and books. Each container will be labeled with the student's name and stored at school.

We are asking families to supply items for the Busy Boxes that your child(ren) will enjoy. Please do not send any items of expensive value and no electronics. These will be for indoor play and not shared with other students.

Suggested items:

- ★ Crayons, colored pencils, washable markers (we will provide color pages and plain paper)
- ★ pencil
- ★ Book
- ★ Doll
- ★ Hotwheel Car
- ★ Small puzzle

**Communication:**

It is important for Aftercare staff to know if changes are necessary for your child(ren)'s Aftercare attendance. Please report any changes at least 24 hours in advance to [aftercare@sgmschool.org](mailto:aftercare@sgmschool.org), if possible.

\*We realize emergencies and last minute changes can happen, therefore, when 24 hours notice is not possible, please notify the staff as soon as you are able, and please **text** Mrs. London Klima at 314-546-2242. She will respond as soon as possible. Please add your name and child's name to the text. Also please add Mrs. Klima's number to your phone so if we need to reach you in an emergency, you recognize the number.

Also, it is important that Aftercare staff members have a phone number that is best to reach parents/guardians during the hours of 3:00-6:00 pm. Should we need to reach you for an emergency or health reason (such as COVID symptoms), it is imperative that we have a good contact number.

**Tips:**

- Provide an extra mask for aftercare (after wearing one all day, they could be dirty, damp, or lost)
- For long afternoons, send an extra healthy snack
- Send weather appropriate clothing/outerwear
- Rotate Busy Box items every month (especially in colder weather)

As the situation with COVID evolves, these procedures are fluid and subject to change. We will keep families up to date with any changes that may need to be made.

Please sign below, acknowledging you have read and understand the SGM Aftercare policies. Please detach and return the portion below the line to Ms. Guthrie. Please keep the above portion of the document.

-----

I have read and understand the policies outlined in the above document.

\_\_\_\_\_  
(print name, first and last)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)