



St. Bartholomew School
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Very Reverend Thomas J. Walsh, M.Div.
Pastor

Mrs. Ann Wierzbicki, R.N., M.A.E./Ed.S.
Principal

September 3, 2020

Dear Parent/Guardians,

Welcome to St. Bartholomew School Aftercare! Aftercare for students in Pre-K through 8th grade will take place in the gym building from 1:45pm- 6pm, and 11:30am-6pm. Students will be assigned groups by grades that they will stay in for the year. Each group will be assigned a room for the day where they will do activities six feet apart, and wear masks. While students and staff are in their assigned rooms for the day, they will have masks on at all time, and be six feet apart from another person. Please send in a drink and a couple snacks for your child for after care, and on half days send a drink, snack, and lunch. Please follow our safe foods guidelines when choosing lunches and snacks. When you arrive at the school to pick up your child/children, please ring the bell on the left side of the gym doors. For the students' and staffs' safety, parents/guardians are not permitted into the building; we will bring your child/children out to you along with the sign out sheet. All parents/guardians are to sign out their children before leaving. We inform the students while in our care that teachers and staff are the only ones allowed to open the door. A staff member will open the door for you when you arrive. You will be charged accordingly for your child's stay in aftercare by receiving a bill through FACTS Tuition. If you have any questions or concerns about aftercare or changes in pick up, please call the aftercare number (732-254-1559) during aftercare hours, you can email me at egrover@stbartseb.com, or call the main school office (732-254-7105) during the school day. Below is the aftercare schedule and procedures. Thanks so much! We look forward to a safe, fun and exciting aftercare program with your children!

Sincerely,

Miss Grover
After School Care Coordinator

*The mission of St. Bartholomew School is to love, educate and inspire
our children to live the teachings of Jesus Christ.*

St. Bartholomew School

After School Care Schedule and Procedures for Aftercare Teachers and Staff

1:35 - 1:45pm Pick up kids from classrooms

Students are to be picked up from classrooms and brought to after school care.

As the students come to after care, we will seat them in the gym. When in the gym they will be sitting 6ft apart with masks on.

1:45 – 2:00pm Attendance

Staff members sign in and highlight all aftercare students on aftercare sheet. Take count of how many students are present and split into groups. Groups will line up, and one student at a time will go hang up their backpacks. As they enter their assigned rooms for the day they will sanitize their hands as going into the room.

2:00 – 2:30pm Snack time

Students must sanitize hands before snack. All students bring lunch boxes into the classroom they are assigned to for the day, sit at tables, and say the mealtime prayer together. At this time, they may remove their masks to eat, but must be 6ft apart from another child. After students have finished with their snack, they are to put back on their face mask. Once face mask is on, students can throw away their garbage and return lunch boxes to the hallway maintaining social distancing, then must sanitize hands.

2:30 – 3:30pm Homework

Students are to sit and do their homework at this time; staff are to help students if needed. If a student does not have any homework, they may do a quiet activity by themselves. (examples: read, draw, color, write).

3:30 – 5:00 pm Activities

Students will have different activities at this time depending on which room they are in. After use of any item we are to clean with disinfecting wipes before putting it away or allowing another child to play with it. Each student will be given their own pencil box with supplies, which will be wiped down with disinfecting wipes and put away at the end of each day.

Staff must hand out all toys or materials to students so only one other person is touching the item. Social distance is always a must, and masks must be worn even when outside playing.

5:00 –6:00pm Screen time, and clean up (No photos, and videos are to be taken by students and staff)

At this time students who have brought tablets or phones may have screen time. If a student does not have an electronic, they may have open play. At the end of every day, everything will be wiped down and disinfected before being put away.

Bathrooms: All students must ask permission before using the bathroom; they will be given a bathroom pass. Only one boy and one girl may go to the bathroom at a time.

While students are in our care:

- all staff members work together to create safe and fun environment for the students
- interact and socialize with the students
- make sure children are safe – **only teachers and staff are permitted to open the doors**
- according to Staff Handbook, **cell phones are only permitted in case of an emergency**
- a staff member must make sure students are signed out before leaving the building, and that students are going home with parents/guardians.
- parents/guardians must buzz and wait at the door; they may not enter the building. A staff member will bring the child to the parents. Parents and guardians must be wearing a mask.
- before leaving for the night – all tables and toys that have been used must be washed, and sanitized.