



**Saint Mary's Schools PreK-12**  
50 Richland Street  
Worcester, MA 01610  
Phone: (508) 753-0484 - Elementary School  
Phone: (508) 753-1170 – Junior / Senior High School  
www.stmarysworcester.org



9/4/2104

Dear parents and guardians,

Safety is paramount at St. Mary's Schools. We would like to review a few policies as well as make you aware of new policies to ensure the safety of all children and faculty at St. Mary's School. These policies were designed for the safety of your children. These may pose an inconvenience for some but for us safety is never an inconvenience.

### **Fire Drills and Lockdown Drills**

We have comprised a very detailed and thorough Emergency Plan to deal with the numerous emergencies that could take place during and after school. All teachers were trained on how to deal with these emergencies. In addition, quick reference guides were placed in all classrooms for immediate action. We will practice fire drills as well as lockdown drills periodically throughout the school year.

### **Parent Pick Up**

All parents who are only picking up junior/ senior high students are encouraged to pick up their child on Richland St. Parents who are picking up students from both the elementary and junior/ senior high schools, should enter the church parking lot via the left hand entrance, park their car in the church parking lot with their car facing the church. All cars should exit by going behind the church and then onto Ward Street. Parents should not pick up students on Ward Street. This is extremely dangerous.

### **Supervision**

**The Junior/ Senior High School concludes the day at 2:05 and the Elementary School at 2:15.** Students are either taking the bus home, being picked up by parents, attending an after-school activity or going to the After-School Program (grades PreK-8). Students must be supervised at all times. For the Junior/ Senior High School, sports practices begin at 3:00. Students will remain in a supervised classroom and complete homework until the practice begins. 3:00 practice time will allow students the opportunity to partake in other activities, extra help, etc. Students who are NOT picked up will not simply be brought to the After-School Program. Parents will be called to pick up their children.

### **Before and After-School Program( Grades PreK-8)**

These programs are designed to accommodate parents. A few policies reminders and updates:

- Students must be registered for the Before and After-School Programs by completing a registration form (two-sided). Those students who are regularly scheduled are expected to be in the BSP/ASP program, unless a note is sent to school.
- The Before School Program is between 6:30-7:15AM. A flat fee of \$5.00 is charged for any student in grades PreK-8, arriving prior to 7:15. The After-School Program is between 2:15-5:45PM for a flat fee of \$10.00.
- Parents who signed up AS NEEDED for the ASP must send in a note to school if the student is attending the program, otherwise, we have no idea that your child is staying. This must be done in advance of the child attending the program.
- If an emergency arises during the school day in which your child needs to stay after-school, please call the office and your child may attend the program (all fees apply).
- Parents should pick up their child from the ASP by ringing the white buzzer at the elementary school doors. Those picking up must have a photo ID (first time of pick-up) and also sign out the student.
- The ASP can be reached after 2:15 by calling\_ **508-353-8870** if you are running late.
- **PARENTS WILL BE BILLED FOR THE USE OF THE AFTER-SCHOOL PROGRAM. PARENTS WHO DO NOT PAY CANNOT EXPECT THEIR CHILD TO CONTINUE IN THE PROGRAM**

Thanks for all of your help in these matters!

Adam Cormier and Cynthia Ahearn