

St. Thomas Aquinas Catholic School

1719 Post Road, Fairfield, CT 06824
Phone: (203) 255-0556 • Fax: (203) 255-0596
www.stasonline.net

Beyond the Bell **After School Programs**

Mission: Our goal is to provide enriching after school activities for children in grades K-8 of St. Thomas Aquinas Catholic School through the HSA and their Beyond the Bell program. We endeavor to provide a wide variety of programs for our students both on site at St. Thomas Aquinas and at local facilities. Programs sponsored by St. Thomas Aquinas HSA will be subject to certain requirements to assist in the assurance of a safe, enriching experience.

Program Requirements: The following are requirements for any Beyond the Bell program:

1. Beyond the Bell programs include any after school activity offered by St. Thomas Aquinas HSA that include but not limited to basketball clinics, craft sessions, yoga, and swimming.
2. All Beyond the Bell programs must be run by Virtus trained individuals (which requires completion of the diocesan course called "Protecting God's Children" www.virtus.org) or have a parent volunteer who has been Virtus trained to be with the children at all times during the activity.
3. All Beyond the Bell programs require each participant to have a signed "Required Parent Permission, Release & Insurance Form" found on the school website.
4. All Beyond the Bell programs must be coordinated through a Beyond the Bell chair and approved by the Enrichment Chair and school Principal.
5. Any on-site Beyond the Bell programs must have space coordinated through both the school and parish offices. Parish space must be reserved by completing a Parish Center Request Form.
6. Any off-site Beyond the Bell program must provide a copy of their current "Proof of Liability Insurance Certificate."
7. Off-site facilities may not advertise St. Thomas Aquinas Beyond the Bell programs on their websites or other public media.

Attendance Requirements:

All after school activities should follow the following procedures for attendance:

1. Participants in Beyond the Bell after school activities must have a written dismissal permission note each time they attend.
2. Activity Moderators will collect the dismissal notes and take attendance as the students walk in – with no note, students may not attend the program.

3. An updated & complete list of all participants should be emailed by the Beyond the Bell Chair to the school office at least 24 hours before the program is to begin.
4. Lists should include the Activity Name, Dates and Times to be held and include a list students line by line, one line per student as follows:
Grade, HR, Last Name, First Name (an Excel file is preferred)
5. Lists will be posted where all teachers will have access to the lists.
6. If an emergency change to the schedule is required, Beyond the Bell Chairs must email parents and notify the office, Mrs. Gore Maureen.gore@stasonline.net), of the change. Any such change would include a reminder that parents need to confirm their dismissal plan in writing (e.g. a blue note).

School Procedures

- a. After School Activities will be announced in the AM of the day the activity takes place.
- b. The school policy is that students without written dismissal permission notes may not attend after school activities. Forgotten notes must be handled before 9:00 AM.