St. Mary Catholic School

Before and After School Program Handbook (BASP)
2026 - 2027
Enter to Learn, Leave to Serve.

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Laura L. Halbardier, M. Ed.
Principal
August 2026

The mission of St. Mary School is to develop the whole child's spiritual, moral, and intellectual growth and well-being in a Catholic environment.

Dear Parents and Students,

Welcome to St. Mary Catholic School. Our school operates under the auspices of the Roman Catholic Archdiocese of Galveston-Houston, Office of Catholic Schools. We are accredited through the Texas Catholic Conference Education Department, TCCB ED. We also hold membership in the National Catholic Educational Association, NCEA.

Parents and guardians, as the first teachers of their children, lay the foundation for learning and faith. We join as partners, reinforcing and integrating our Christian values and educational experiences into the daily life of each student.

We are looking forward to this year with anticipation and wish to extend a warm welcome to everyone!

The purpose of this BASP Handbook is to provide parents and students with information that will help them understand school procedures and policies. Parents' and students' knowledge of the information in this handbook along with their cooperation will help make for a successful and productive year for all.

We realize the need for high quality before and after school care for young children as well as for older children. In recognizing this need, we strive to provide quality care in a familiar Christian setting. This is one reason we call our before and after programs "extension programs". The term "extension program" aptly describes the service, an extension of the regular school day.

BASP is open every regular school day, except for the day we dismiss for Christmas, Easter and the last day of school. The before care program is open every day that school is in session. Laura L. Halbardier is the director of the program. Mrs. Gonzalez and Ms. Bryan are the teachers on duty for before and after care if the director is out of the office.

Communities are successful to the degree to which the members are knowledgeable and are in accordance with the rules, regulations, and policies that govern them. Parents assist and support the teachers and administration in the implementation and enforcement of the student code of conduct, school policies, and regulations. It is expected that families abide by the policies, procedures, and regulations set forth in this handbook. The school and/or the principal retain the right to amend this handbook at any time. Parents and students are expected to sign the Handbook Acknowledgement Form.

The school reserves the right to amend the contents of this handbook as needed during the school year. Parents will be notified in writing and an additional signature page will be required.

Please feel free to contact me via phone (281) 332-4014 or email lhalbardier@stmarylc.org. The school office is open Monday-Friday from 7:30 AM-4:00PM.

Blessings,
Laura L. Halbardier, M.Ed.
Principal

Catholic Schools of Texas – Mission Statement

The mission of Catholic Education in Texas is the fulfillment of the educational ministry of the Catholic Church and has as its primary goal the ongoing formation of the Christian person. It aims at the development of the individual's moral, intellectual, social, cultural, and physical endowments.

As an educational ministry, the Catholic Schools must respond to the needs of the whole person with qualifications and effective experiences in teaching.

The spiritual dimension is integrated in the three-fold responsibility of proclaiming the message revealed by God in work and deed, of building community, Christian fellowship, and fulfillment of the imperative of social justice, servicing our fellow man through sharing spiritual and temporal goods with those in need.

The intellectual dimension is met through a comprehensive offering of variety of learning experiences that assist the student to attain the goals of the various areas of instruction, to prepare them to cope with the societal demands, to understand and to participate in civic and governmental activities, and to appreciate the worth of each person and his culture.

The physical dimension is met through programs that prepare the student to have the knowledge and understanding of their physical and psychological structure and the environmental concerns that affect their well-being.

To attain this educational ministry, the educational ministry of the Catholic Church serves the elementary, secondary, and university school system in Texas and the Archdiocese of Galveston-Houston.

Statement of Philosophy Archdiocese of Galveston-Houston

We believe that the curriculum of the Catholic schools of the Galveston-Houston Archdiocese involves a total, Christ-Centered environment. This environment enables a community of learners to live and model Christian Catholic values and ethics.

We believe the pivotal point of the curriculum for each student is interaction with teachers. The vehicle for this interaction is the content area, central to the educational process.

We believe in a learner-centered curriculum that recognizes and supports the uniqueness of the individual and the development of the whole person. Therefore, our curriculum is based on the firm belief that every child, regardless of his/her preferred learning style, can learn and reach beyond the level which he/she has already mastered.

We believe that rapid-societal changes challenge us to continually evaluate and update our curriculum utilizing current educational research and technological advances. We are therefore committed to the continuous professional growth of all responsible for delivering the educational process.

Finally, we believe that the outcome of all learning experiences in a Catholic school is the formation of an active, life-time learner. Each student becomes a Christian eager to embrace his/her responsibility of "message, community and service" to the world.

Mission Statement Archdiocese of Galveston-Houston

Catholic Schools in the Archdiocese of Galveston - Houston call young people to holiness and prepare them to live and proclaim the Gospel of Jesus Christ. In collaboration with families, we teach the values of our faith and tradition, serve our community, and ensure academic excellence. Our schools are committed to the evangelizing mission of the church to educate and form witnesses who transform the world.

St. Mary Catholic School Education Philosophy

St. Mary Catholic School is an expression of the educational mission of the community of St. Mary of the Expectation Catholic Church. Its focus is on the individual child's spiritual, moral, intellectual, social, cultural, and physical development. In an environment of mutual respect, dignity, and appreciation of one's giftedness, students are challenged to develop and grow. It is the goal of St. Mary School to prepare its students to be productive members of society, to be living examples of the Catholic Christian truths and values that are taught, to be able to respond to the needs of the community and to have a global perspective of the needs of our earth.

St. Mary Catholic School Mission Statement

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St. Mary Catholic School Vision Statement

The vision of St. Mary Catholic School is to offer a rigorous curriculum with highly motivated, certified and innovative teachers. Our school educates with long-standing and proven educational principles combined with new technology initiatives that challenge our students intellectually. Our learning environment is family oriented and is based on a strong Catholic identity. St. Mary Catholic School is a welcoming Christian community where children from all religious backgrounds come together for their total educational and moral formation. At St. Mary Catholic School children enter to learn and leave to serve.

St. Mary Catholic School BASP Mission Statement

The mission of Before and After School Program (BASP) in the Catholic Schools is to provide a safe, caring environment before and after regular school hours, where respect for Christian values is evident and the well-being of the child is the main concern.

The BASP program seeks to provide an atmosphere for the child that is well planned and productive without being restrictive or intense. It should respond to the needs of the child, which include relaxation and recreation, as well as provide the opportunity to accomplish the homework or reading required to succeed in his/her studies.

Registration

The BASP serves students registered at St. Mary Catholic School. All families must fill out the BASP registration form online during registration. All students must be enrolled in the BASP if they are using it. All returned registration forms are kept in the office for information purposes only. It is imperative that all families provide the information requested, which includes parent/guardian names and phone numbers, as well as a list of names and numbers for all other persons authorized to pick up your child in the event you cannot be reached. Payments will be made with FACTS Accounts.

Students may attend BASP if they attended school. All persons listed on the emergency contact/pickup form will be issued a pickup code. This code will be used to sign your child into Before care and out of Aftercare. If your child needs to be picked up by another adult not listed on the emergency contact/pickup form you must e-mail jellison@stmarylc.org, mwhitney@stmarylc.org or lhalbardier@stmarylc.org with the person's name. They will also be asked to show their driver's license. The BASP staff will not release the student to any adult that does not have a code or without **written** instructions.

Before and After Care Teachers

Before Care:
Mrs. P. Gonzalez- pgonzalez@stmarylc.org

Before and After Care Staff:
Mrs. P. Gonzalez - pgonzalez@stmarylc.org
Miss V. Gonzalez: vgonzalez@stmarylc.org

Hours of Operation:

The BASP program opens @ 6:30A.M. every morning that school is in session. Parents are asked to ring the doorbell and stand in front of the camera. The teacher on duty will unlock the door. The morning care teacher will check your child's temperature and walk them to the library for morning care. The teacher on duty will walk all morning care students to Cargill Hall or their classroom for Morning Prayer.

The BASP afternoon program begins when the school day ends. Students will report to one of three areas, depending on their grade level.

The room assignments are:

Room 14: PK-2nd grade
Library: 3rd – 8th grade
Library: Before Care (all grades)

Parents must pick up their child(ren) at the front. They should ring the bell and after care staff will radio for your child(ren). Parents will not come into the school for pick up.

The after-school schedule is structured so students have time to enjoy a snack, work on homework and have social time. The BASP schedule is:

3:45-3:55: Check in, set up homework area
3:55-4:00: Pray and have snack
4:00-4:45: Work on Homework
4:45-5:30: Outside and Inside Cooperative Play
Snacks are provided

Check out codes will be issued to all persons listed on the emergency contact/pickup form.

Snacks are provided for students in the afternoon after care program. Food is not provided for early morning care. Students are encouraged to eat before arriving at before school care. Students may bring food to morning care if necessary.

Once homework is completed, students have free time to play games, draw and visit inside or go outside to play on the playground until they are picked up by their parent/guardian.

Student Behavior Policy

School Discipline

The Archdiocesan Policy Manual says, "The true goal of any disciplinary measure in the school is to assist the student in achieving self-discipline which will manifest itself in clear and logical reasoning and in action which is consistent with moral principles."

The primary goal of St. Mary Catholic School is the on-going formation of the Christian person. It is the privilege of faculty and parents, as Christian educators, to help the student form behavioral patterns consistent with Christian social standards. We are reminded that the Christian social principle "treat others the way you would have them treat you" (Matthew 8:12) should be the basis of our behavioral code. "Love one another as I have loved you."

Our school will be using the Nurtured Heart Approach. In this approach, we will be focusing on the children's positive behavior and finding and bringing out each child's greatness. The Nurtured Heart Approach, created by Howard Glasser, is a powerful approach that consistently produces extraordinary results ...an approach that helps all children to flourish in remarkable ways." (Howard Glasser). The Nurtured Heart Approach is the most Christ-like example of classroom management. Students will celebrate their accomplishments and work together to build a community that is centered on the whole child, spiritual, moral and intellectual growth and well-being in a Catholic environment.

Discipline of any action not covered by the behavior policy is at the discretion of the principal and behavior team.

At St. Mary Catholic School, we follow a positive discipline management program throughout the school. School-wide goals and specific expectations for appropriate attitudes, values and behaviors will be posted in each classroom. In general, it is based on the following principles:

In order to be effective, teachers have the right to establish routines and procedures that are conducive to learning.
Teachers have the right to request and expect appropriate behavior from the students.
Teachers have the right to ask for help from parents, the principal, and others when they need assistance with a student.
Students will be made aware of what is expected appropriate behavior. Students will be told clearly and firmly what the natural consequences are for choosing not to follow the appropriate behavior guidelines. Students will be positively reinforced for following appropriate behavior guidelines. Students will receive a correction, verbal or written for inappropriate behaviors. Parents will be notified if their child is disruptive at BASP. If they continue to disrupt the program and/or disrespect staff or other students, they will be asked to withdraw from the BASP Program.

Behavior Expectations

The foundation of St. Mary Catholic School behavior expectations is that students are expected to model Christ-like behavior at all times.

1. Demonstrate Self-Discipline

Remain seated and quiet during homework time
Keep hands and feet to self
Keep comments to self
Gum chewing is prohibited on school grounds, field trips and/or any event sponsored by St. Mary Catholic School.

2. **Respect Authority**

Have respectful attitude towards others
Remember that the teacher is in charge at all times
Use respectful language

3. **Refrain from Excessive Talking and Inappropriate Noises and/or Language**

4. **Work and Play Well with Others**

Be considerate of others' safety as well as your own
Be polite and patient towards fellow classmates
Use respectful language when speaking to fellow classmates
Be respectful regarding personal space

5. **Demonstrate Diligent Work Habits**

Have all materials ready for class at appropriate times
Remain attentive and listen to instructions carefully
Stay on task
Turn in assignments on time
Keep homework assignments written in planner

6. **Practice Proper Playground Behavior**

Follow rules on playground
Follow all instructions of teachers and monitors
Show respect to playground monitors

7. **Practice Safe Technology Practices as Outlined by the Technology Plan**

8. **Accept the Consequences If You Choose to Misbehave**

Verbal warning/ Redirection
Isolation from recess activities
Notify principal – conference with principal (parent notification)
Serious offense –principal's office – call to parents- conference possible in-school suspension.
If behavior issues are chronic, the student may be asked to withdraw from BASP.

Any student who breaks rules or regulations or displays other inappropriate conduct in the major offenses category, or who continually breaks orderly conduct rules, may be subject to immediate probation, suspension or expulsion at the principal's discretion. The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.
St. Mary Catholic School reserves the right to search desks and any personal property when it is deemed necessary by the administration.

Computer Use

The computers may only be used for school work during BASP. Students may not log on to play games unless it is Mathletics or another textbook/curriculum related game (approved by administration). All students must adhere to the SMCS

Technology Policy (as outlined in the Parent-Student Handbook).

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges at school.

Do not use technology to harm other people or their work.
Do not damage the network or any technology resource in any way.
Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
Do not violate copyright laws.
Do not view, send or display offensive or pornographic messages or pictures.
Do not share your password or in any way obtain another person's password.
Do not waste technology resources such as disk space or printing supplies.
Do not trespass in another's folders, work, or files.
Do notify an adult immediately if by accident, you encounter materials, which violate the Rules of Appropriate Use.

Suspected Child Abuse

SMCS abides by the Child Abuse Prevention, Adoption and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect are reported to Child Protective Services.

Clinic and Health Issues

As Christian parents, we are responsible for the health and welfare of our children. Please assist us in keeping a healthy environment by not sending children to school with any symptoms of illness.

Illness/Contagious Disease

Parents will be notified when their child is too sick to attend after care. It is paramount that you give us current telephone numbers as well as emergency contact names and telephone numbers. If the parents cannot be reached, then the emergency contacts will be called to pick up your child. Any child with a temperature of 100 or above or vomiting is sent home. A student should be fever free without the aid of medication for 24 hours before returning to school following an illness. Students are to be kept home when they have a cold, sore throat, temperature, eye infection, skin eruptions, swollen glands, nausea, vomiting, or diarrhea. Any child exhibiting such symptoms is sent home. Students should not have vomited within 24 hours to return to school. Parents are required to notify the office if a student is ill. Please notify the school if your child has a communicable disease. When a child returns to school after having a communicable disease, he/she must present himself/herself to the office with a written note from a doctor saying he/she can be readmitted to class. Doctor's notes must be turned into the homeroom teacher.

Emergencies & Safety

With the children's safety and well-being in mind, it is extremely important that each parent fill out a registration form completely and adhere to the instructions given. One of the most important regulations concerns the child's leaving of the premises of the Before/After School Program.

Parents or guardians should not take children from the school grounds without signing the child out of the Before/After Care.

Parents or guardians should not send people whose names are not on the registration form to ask for the release of children. For the child's safety, the release will not be granted. In certain situations, an e-mail may be sent requesting that a child be released to persons not already listed on the registration form. Phone calls asking for this release will not be accepted. In all situations a valid ID must be presented, such as a driver's license.

If there are any court orders in place, concerning your child, you must send a copy for the Before/After School Program to keep on file.

Illness & Accident

Cases which seem to be minor will be treated on the premises. Medication will not be administered unless a written statement from the physician and parent is on file in the Before/After School office. Forms for Physician's Request for Administration of Medication by School Personnel are available at the school clinic.

In cases which seem to be serious, the Before/After School Program Director, or Teacher on Duty, will make every effort to carry out the instructions as given on the registration form. Parents who do not wish to have their child treated in any way should indicate such on the registration form and should give directions to be followed in the space "Special Instructions." If it is determined that your child needs to be picked up, you will be contacted. Please make every effort to pick your child up in a timely manner, as we do not have accommodations for the care of sick children.

If the parent/guardian does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the Before/After School Program Staff will act according to their best judgment for the welfare of the child.

Communication

It is very important that you label all notes "Before/After School Program." They will then be forwarded to the program director. If it is necessary to call during the school day, please call (281) 332-4014 and leave your message for the Program Director or Teacher on Duty. If you will be calling between 4:00P.M. and 5:30 P.M., then please understand the school office is closed, and your call will go directly to the before and after school program.

Students **MUST** be checked out by a parent/guardian, using their check out code or by the aftercare staff, every day they attend the program.

Billing

Fees for the before and after school program are paid through the FACTS Payment Plan. All Families must fill out a Before/After School Care registration form before utilizing the program. This form was part of your Enrollment Packet. If a bill is outstanding for more than two months your child may not be allowed to participate in the before/after care program until the account is paid in full.

****The BASP closes at 5:30P.M. Parents will be charged a $50.00/late pickup/student fee. If you are going to be late picking up your child; please call the office at 281-332-4014 and let the BASP staff know.****