

St. Peter Interparish School
After School Care Handbook

Dear Parents/Guardians,

The following material is presented as an “Ongoing Handbook” for the St. Peter Interparish School After School Care Program. We have tried to include all information considered important for your child’s safety and for the basic operation of the program, but we realize some things may have to be modified or changed as the year progresses. You, too, may have some ideas which should be included. We welcome your suggestions, as we all work together to make this a happy and worthwhile experience for your child, family and staff.

Reference: School Philosophy Statement in School Calendar Handbook.

Sincerely,

After School Care Staff

Open from 3:10 – 5:30 p.m. each day school is in session, (excluding early dismissal days, inclement weather and emergency dismissals) the After School Program provides supervision, recreation, and snacks. It serves St. Peter Interparish School families who desire both parochial school education and supplementary day care in a Christian environment. The program accommodates St. Peter Interparish School children in grades Kindergarten through Eighth Grade. The After School Program is staffed by a Director, and a number of devoted aides. These people work together to help each child grow in maturity and self respect, as well as maintain an atmosphere wherein respect and understanding for others is realized.

DAYS OF OPERATION

After School Care is in operation when school is in session. There is no After care on early out dismissal days, inclement weather or emergency dismissals.

Emergencies/Safety

With the children’s safety and well being in mind, it is MOST important that the parent update emergency information with Director. All adults please adhere to the instructions below.

One of the most important regulation concerns is the child leaving the premises of the After Care Program

1. Parents or guardians should not take children from the school yard or other areas without notifying the After School Care Program staff and signing the child out.

2. For the release of children, parents or guardians should send persons ONLY whose NAMES are listed as pickup. For the child's safety, release will not be granted to anyone else, unless written notice is given as to us who will be allowed to pick-up. If they have not been in to pick-up before we will ask to see identification.
3. Being absent from After School Care must be made beforehand in writing (preferably email) to the program Director or the school office.
4. Emergency releases are made only by Director on an individual basis.

FEES AND PICK-UPS

Additional areas of parental responsibility are in the matters of prompt payment, and prompt pick-up.

The fee charged is for the entire month (August and September go together as one month), each of which are billed through the FACTS system. You will pay this through the FACTS parent portal financial page. Fees are the sole support of the St. Peter Interparish After Care Program. It is not subsidized by the school or parish. The fee rate is reviewed annually.

If a parent or guardian fails to meet the After School Care Program fee payment promptly, and does not make adequate arrangements with the Director, the child will not be allowed to continue in the program after one month delinquency.

Payment is to be made through the FACTS parent portal only NO CASH please.

Staff members are employed only until 5:30 p.m. it is common courtesy to respect the time of closure. A fee of \$15.00 is charged for every 15 minutes per child or any portion thereof after 5:30 p.m. If there is consistency in arriving late to pick up your child, you will be asked to discontinue the program.

ILLNESS OR ACCIDENT

In cases which appear to be of minor nature, first aid will be administered on the premises. medication will not be administered by mouth unless both a medication form is filled out and medicine is sent in original bottle, this will authorize the Director (in lieu of his/her presence, a designated staff member) to assist a child in taking such medication that is on file with the ASC Director.

In cases which appear more serious, the Program Director will contact the parent and put forth every effort to carry out the instructions on the emergency form.

The program staff will act according to their best judgment for the welfare of the child.

ABSENCES

If your child will be at school for the day but not going to After School Care then you **must** send an email informing the program they will not be at After Care for that day. If your child is absent from school for the day, After School Care will get a report from school letting them know that they are absent. If your child leaves during the day from school the office will notify After School Care that the child has left for the day.

EXPECTATIONS FOR CHILDREN'S BEHAVIOR

As members of a Christian and caring community, the children will be expected to respect the staff, each other, materials and facilities provided. They must NEVER leave the building or grounds without explicit permission by the staff of the After School Care Program.