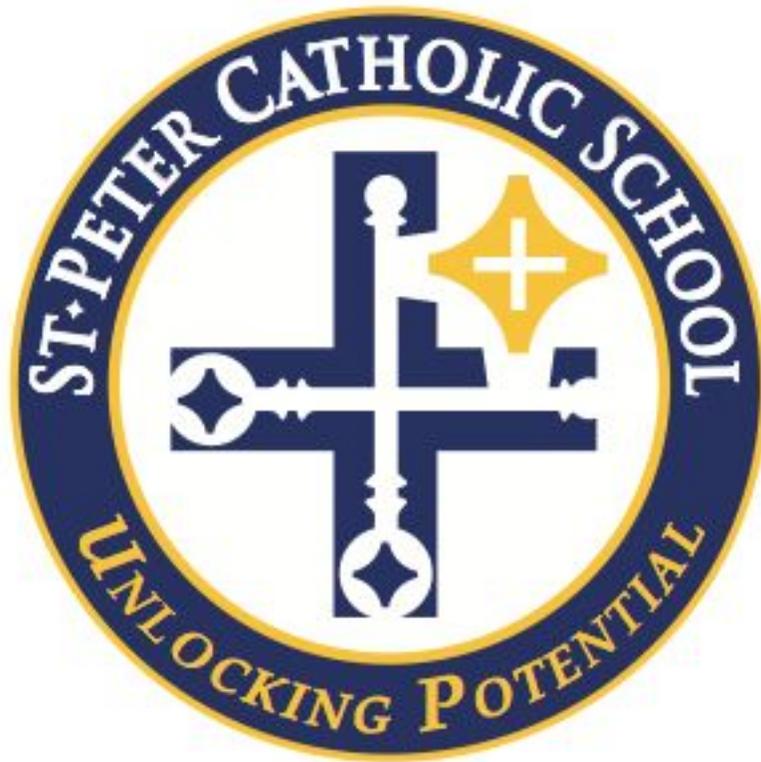


St. Peter's Catholic School  
Extended Day Program



Family Information Packet  
2018-2019

2620 N. Margaret St.  
No. St. Paul, MN 55109

651-771-3091  
Ext. 6158  
[www.stpetersnsp.org](http://www.stpetersnsp.org)

**Program:**

St. Peter's Catholic School Extended Day Program offers comfortable, relaxed, and creative environment for children who need care before and after regular school hours, as well as during summer vacation. Children will participate in arts and crafts projects, socializing, games, reading, and homework, as well as recreation and enrichment activities. The program provides individual attention and opportunities to form friendships in a safe and nurturing atmosphere.

**Goals:**

- o To provide a safe and stimulating environment for school age children
- o To nurture creativity in each child
- o To encourage participation in group activities
- o To develop and maintain a healthy self concept
- o To develop independence in work and play activities
- o To assist children in developing strong social skills

**Schedule:**

The Extended Day Program will be open on all school days throughout the year. Regular hours include: 6:30am - 9:00am and 3:40pm - 6:00pm. The program is also offered on several non-school days if enough families express interest in the service, and full days during summer months. On full days, we are open from 6:30am – 6:00pm. Contact the coordinator by email or written notice to sign-up for full day care on non-school days.

**Location:**

The Extended Day Program operates primarily out of the basement of the rectory. Access to the Extended Day room is located in the rear of the building by the playground.

**Cost Information:****Before and After School Care:**

**Scheduled Care:** Care that is consistent on a weekly basis and occurs more than once weekly. The cost of this care is \$12.00 per Scheduled Day.

**Drop in Care:** Care that only occurs one session per week or occasionally. The cost of such care is \$14.00 per day.

**\*\*\*\*\*A Special Discount of \$2.00 per day will be given on days in which you attend both AM & PM Sessions more than one time a week.**

*\*\*\*Please contact the coordinator if you require care that has early dismissal due to an activity*

**Late Pick-Up:**

Failure to pick-up child by 6:00pm will result in a late fee of \$1.00 per minute.

**Non-School Days and Summer Program:**

The Extended Day Program offers non-school day care and summer day care. Students bring a bag lunch, and the program will provide breakfast and an afternoon snack. However, the non-school day care is dependent on enrollment. Please notify the staff if your child is interested in attending on a non-school day two weeks prior to the event. If Ten or more children are signed-up, the program will accommodate those students. IN the event that there is not enough interest, parents will be notified at least a week in advance so that they will be able to make other arrangements if necessary. Fees for these days will be determined at the time of sign-up.

**Billing:**

Bills will be made available to parents on the Eighth day of each month. Payment is due the 21<sup>st</sup> day of the month. The due date will be posted on the bill as a reminder to parents. Bills will be attached to the sign in sheets or sent home with your child. Please return the payments to the staff members or the school office. \*\*\*\*\*Past Due Payments will be charged a \$5.00 Late Fee per Month.

**Communication:**

Information or updates regarding scheduling, billing, or activities will be communicated through newsletters from the director to the families. Letters will be distributed at the sign-in desk and should be picked-up, read, and returned if necessary in a timely manner.

**Notice of Absence or Withdrawal from the Program:**

Parents must provide a notice of absence or withdrawal from the program one week prior to the date of absence or withdrawal. If we are not notified in advance, you will continue to be billed for all registered sessions. If you have signed up for care on Non-School Days you will be charged whether or not you actually attend. The cancellation for attendance on these dates will be two weeks prior to the date expected to attend.

**Arrival and Departure:**

Parents are responsible for the transportation of the their children to and from the Extended Day Program. Please use the doors located next to the playground. You **must** sign your child in and out. If the children are playing in O'Reilly Hall or in the cafeteria, a sign will be posted directing you to their location. In the interest of safety, please walk your child to the group and inform a staff member that he or she has arrived.

Please notify us if there will be a change in the transportation arrangements for your child. If someone unfamiliar is picking your child up, please notify us and ask that person to bring identification. A request form for the authorization of for release of child is located at the conclusion of this information packet. If we are not informed of an alternate person picking up your child and/or the person does not have identification, we will not release your child.

**Breakfast and Snacks:**

Breakfast is served each day between 7:45am and 8:15 am. Snack is served immediately after the school day (or between 3:30pm and 4:00pm during the summer). If your child has any specific dietary limitations, it is your responsibility to inform us in advance so arrangements can be made.

**Belongings:**

On Tuesdays, the children will be allowed to bring a toy from home to share. However, we do not permit dress-up clothing or violent toys such as toy guns, swords, or violent video games. Please label all toys or articles of clothing that the children bring to the Extended Day Program. St. Peter Catholic School is not liable for any lost or damaged items. Also, remember to send appropriate clothing with the children, as we will be playing outside if weather permits. We are unable to provide winter wear.

**Behavior-Guidance:**

We will guide your child in socially acceptable behavior at all times. We try to positively reinforce appropriate behavior as often as possible. Although our time is less structured than a regular school day, we expect that children maintain their school manners. In the event that a child demonstrates behavior difficulties the following steps will be taken:

- The child will be given a verbal reminder of what is appropriate.
- The child will be redirected to a new activity of his or her choice.
- If the behavior continues, the teacher will choose a more appropriate activity for the child.
- If these strategies are unsuccessful, the child will be asked to sit out of activities for a short period of time to calm down, and parents will be notified.
- If there is an ongoing problem, parents will be notified.

Failure to improve behavior following these steps may result in the removal of your child from the program. If group issues that contradict our goals arise, the staff may have the children discuss the problem and possible solutions as a group to resolve the matter.

**Emergencies:**

We have a first aid kit for Extended Day for small cuts and bruises, which we clean with water and mild soap. If your child becomes injured at Extended Day, you will be given an incident report form describing the incident when you pick-up the child at the end of the day. If serious injury should occur, you or your emergency contact person will be notified immediately. If you are unable to be reached, 911 will be called. In life-threatening medical emergencies, the staff will call 911. In the case of a fire, the staff will assist the children out of the building and will call 911. The children will be taken to the far end of the playground until the area is cleared. In the event of severe weather or a tornado, the students will be taken to the tunnel between the convent and the cafeteria until the warnings have expired.

**Health Policies:**

Please do not send your child with a sore throat, persistent cough, rash, diarrhea, or temperature. If your child appears ill, or becomes ill during the time he/she is attending the program, you will be notified and asked to pick-up the child. If you cannot be reached, we will contact the emergency numbers you provide for us. Please notify us, as well as the school, if the child is ill. We worry about the children if they unexpectedly do not attend a session. Please ensure that your child's immunizations are current and up to date. Parents will be notified if there are any reports of communicable diseases, such as chicken pox, in the program.

**Medication:**

The program staff will not administer any form of medication to the child for safety purposes. Whenever possible, we recommend that medication be given to students outside of Extended Day hours. We do not have a nurse on staff to administer prescription medication. If your child has specific prescription needs, please contact the Extended Day Director and provide a medical action plan.

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Please sign and return this portion stating that you have read and will abide to the policies stated in this handbook.

I/We have read and will abide by the policies as stated.

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Printed Name

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Signature

Date: \_\_\_\_\_