

**St. Peter Catholic School
Extended Day Program
Preschool**



**Family Information Packet
2017-2018**

2620 N Margaret St., North St. Paul, MN 55109

651-771-3091 x6158

www.stpetersnsp.org

Program:

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

Goals:

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

Schedule:

The Extended Day program for preschool will be open on all school days throughout the year. Regular hours include: 7:00 – 9:00am and 4:15 – 6:00pm Monday through Friday.

Location:

The morning Extended Day program for preschool will operate mainly out of the preschool classrooms and the large muscle room with breakfast in the cafeteria. The afternoon Extended Day program for preschool will operate primarily out of the basement of the rectory. Access to Extended Day is located in the rear of the building by the playground. (Morning participants will enter through this door and be escorted to the preschool classroom.)

Cost Information:**If your child attends preschool 4+ Days/week:**

Scheduled Session: \$7.00

Drop-in Session: \$9.00

***Scheduled care:** Care that is consistent on a weekly basis and occurs more than once weekly.*

***Drop in care:** Care that only occurs one session per week or occasionally.*

If your child attends preschool 2-3 Days/week:

Scheduled Session: \$12.00

Drop-in Session: \$14.00

***Scheduled care:** Care that is consistent on a weekly basis and occurs more than once weekly.*

***Drop in care:** Care that only occurs one session per week or occasionally.*

****Due to licensing regulations, a child may only access up to 2.5hours of Extended Care per day.***

Late Pick up Fee:

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

Billing:

Bills will be made available to parents on the eighth day of each month. Payment is due the 21st 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.

Arrival and Departure:

Parents are responsible for the transportation of 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 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 in the cafeteria. If your child has any specific dietary limitations, it is your responsibility to inform us in advance so arrangements can be made.

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.

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. _____

Date: _____