

St. Peter Prince of Apostles

Extended Day Program Handbook



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This handbook articulates the policies and procedures applicable to the St. Peter Prince of Apostles Extended Day program, which consists of Morning Care and After School Care. The Extended Day program is an extension of St. Peter School and therefore overseen by school administration. In addition to the items articulated here, school rules and policies found in the student/parent handbook apply to both programs. This handbook is not meant to be comprehensive of all policies and procedures that may be necessary for the success of the Extended Day Program. The administration reserves the right to amend any policies and to make final judgements regarding issues not explicitly outlined in this handbook.

Morning Care Program

St. Peter School offers a Morning Care Program free of charge to all students Monday through Friday, **7:00 am to 7:50 am**. At the conclusion of morning care, students are safely escorted to the church for chapel. Registration for morning care is not required. Students must be dropped off at the school cafeteria on 142 Cleveland Court. Please inform morning care staff of his/her arrival. If your child brings breakfast to morning care it must be eaten before leaving the cafeteria. No food is allowed in the classrooms or church.

After School Care (ASC) Program

St. Peter School also offers an After School Care (ASC) program, Monday through Friday from **3:30 pm to 6:00 pm** in the primary building. Please check the school calendar for dates on which no ASC is offered. Occasionally, students are dismissed at 12:00 pm. Students (K3-8) who remain on campus following dismissal are sent to ASC. On early release days, students not enrolled in ASC are charged the initial registration fee of \$35 along with the early dismissal drop-in rate of \$35 and may remain until 6 pm.

ASC Registration

ASC registration forms will be included in the registration packet at the beginning of the school year. Copies may also be found on the school website. There is a \$35 registration fee for any student attending ASC. If the student is a drop-in, the registration fee will be charged upon the first day of attendance at ASC. Parents may elect to pay for ASC on a monthly basis or drop-in basis.

Monthly Rate: The monthly rate is \$155 (\$95 for each additional child) paid on either the 1st or 15th day of each month. When payment is not received or declined for the month, a \$35 late fine is automatically assessed. Children may not participate in ASC until payment is made. All payments are processed through the Facts system.

Drop-In Rate: The drop-in rate is \$15 per day, per child. The drop-in rate on early dismissal days is \$35.

Late Pick-Up Fee: When a student is not picked up by 6:00 pm, a charge of \$1.00 per minute is assessed. If you are running late, please attempt to contact us as soon as possible.

Changes: If your service needs change, you may adjust your service plan once per quarter by contacting the accounts manager.

ASC Pick-Up Procedure

Park at the cafeteria parking lot and proceed to the checkout table located inside the cafeteria. An ASC staff member will notify your child's caretaker of your arrival and your child's belongings will be packed up and your child brought to the front desk. While waiting for your child to arrive please make sure to

sign your child out. **If someone other than yourself will be picking up your child, you must notify the office and they must bring a photo ID with them.**

ASC Academic Period

ASC provides academic time in which students are directed to work on homework/academic activity. ASC staff will help students stay on task and when possible, aid students in completing their homework. If a student finishes homework before the end of the academic period they will be required to read or to complete another academic task to avoid disruption of other students still engaged in homework. While the academic period is structured time in which students have an opportunity to begin homework, it is not intended to guarantee all homework will be completed and accurate. It is the student's and parent's responsibility to check that all homework is completed for the following day.

ASC Tutoring

At certain times of the year, tutoring is available by University of Incarnate Word students. To qualify for tutoring, students must have a demonstrated need as reported by their classroom teacher or be failing a class. Tutoring is meant to be conducted in a small group setting and students may be turned away based on size, with priority given to those students with the greatest demonstrated need. Students must be enrolled in ASC, either monthly or daily, to receive tutoring through this program, but there is no additional charge. This is an additional service offered when available. Generally speaking, it is not intended to help students complete daily homework assignments, but rather focus on extra time to address academic weaknesses.

ASC Enrichment Programs

Within the ASC program, students may be invited to participate in enrichment activities. For an additional cost to be managed by the service provider, students can participate in various courses as availability allows.

Discipline Policy

All rules and policies found in the St. Peter School Student/Parent Handbook apply to students in the Extended Day Program. When a student's behavior does not adhere to the rules and expectations of the Extended Day Program, the staff will administer appropriate consequences, up to and including a verbal warning, written incident report, time out from an activity, etc. In more serious cases, consequences such as suspension or expulsion from the Extended Day Program may be administered. The Extended Day Program is under the purview of the St. Peter School administration and therefore, administrators may be informed and consulted regarding issues of discipline. All final decisions regarding discipline fall under the authority of the school administration.

Forgotten Materials

Once the school day has concluded, students are not able to return to classrooms to retrieve any forgotten materials. Students should be sure to take all items needed for homework, including calculators, with them to ASC.

Snacks

Parents are encouraged to send a snack with their student's lunch specifically for the purpose of eating at ASC. Time will be built into the schedule for this purpose. Please do not send snacks that need to be microwaved or refrigerated. **No candy or gum.**

Change of Clothes

Students in K3 through Kindergarten are required to always have a change of clothes available to ASC

staff. We will keep the change of clothing until the end of the school year. If a change of clothes is not available, a parent will be contacted in the event new clothing is needed to either bring a change of clothes or pick up their child.

Personal Belongings

Please do not allow your child to bring personal belongings or valuable items to ASC as we will not be responsible for the loss or damage of toys, games or other items. These include but are not limited to:

- Any electronic games/devices (i.e. Gameboys, PSPs, iPods, CD Players, Tablets, Earbuds, etc.)
- Cell phones must be turned off and out of sight at all times. Under no circumstances are students allowed to make or receive calls.
- Any toys (i.e. trading cards, cards, stuffed animals, dolls, etc.)
- Money (Exception: On game days, students may bring money for concessions but must turn it in to ASC staff)

Illness and Injury

When ASC staff determines that your child is ill, we ask you to make arrangements to pick up your child within 30 minutes. It is paramount that you provide your current telephone numbers as well as emergency contact names and telephone numbers. If parents cannot be reached, then emergency contacts will be called to pick up your child. Any child who has a temperature over 100 or is vomiting will be sent home and 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. 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. The school will then notify the ASC Director and the student can return to ASC.

Lice

Any child sent home with lice may not return until all signs of lice are gone. The Archdiocese of San Antonio follows the nit-free policy of many local, county health departments. The Health Coordinator must check the student before he/she is allowed to return to class. A student sent home with lice may not return to school until all signs of lice are gone for approximately 48 hours. In the case that lice are found while your child is home please notify the school and Extended Day program as soon as possible.

Accidents and Emergencies

In the event that a minor injury occurs, First Aid will be administered by ASC staff, the accident recorded in the camp log and the child will be monitored periodically.

In the event of a medical emergency staff will call 911, provide First Aid if necessary, and attempt to reach you or emergency contacts on file. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment. A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives. The accident will be described in writing on the St. Peter School ASC accident report.

Emergency information is crucial for us to provide the safest possible environment for your children. Please notify the school and ASC program of any changes in your work or home contact information,

including any new phone numbers or addresses. If your child is sick or injured, it is important for us to be able to contact you right away.

The St. Peter School Extended Day program does not incur the cost of medical treatment. It is imperative that you indicate on your child's health history/registration form what type of health insurance you carry and any other pertinent information needed in the event of an emergency.

Allergies

It is possible that some common allergens may be present in the school environment, including during ASC. If your child is severely allergic to something, it is your responsibility to notify the school and ASC program in advance so we may take all possible precautions. Due to the high incidence of food allergies, parents are to provide their child's snack in order to ensure their safety.

I have read, agreed, and will abide by the St. Peter ASC Handbook Policies.

Parent's Signature: _____ Date: _____

Student's Signature: _____ Date: _____