

# SAINTS PETER AND PAUL SCHOOL

Pre-K to Grade 5

## AFTERCARE PROGRAM

## INFORMATION

## AND REGISTRATION FORM

### SCHOOL YEAR 2011-2012

**PLEASE READ THIS INFORMATION CAREFULLY TO AVOID ANY  
PROBLEMS AND/OR MISUNDERSTANDINGS**

**PLEASE RETAIN THIS PACKAGE FOR YOUR RECORDS**

**RETURN ONLY THE REGISTRATON FORM WITH APPROPRIATE FEE:  
\$5.00 PER STUDENT**

**AFTERCARE PHONE NUMBER: 410-820-4718**

**(AVAILABLE DURING AFTERCARE HOURS ONLY)**

**Email: [aamore@ssppeaston.org](mailto:aamore@ssppeaston.org)**

**SAINTS PETER AND PAUL SCHOOL  
900 HIGH STREET  
EASTON, MARYLAND 21601  
410-822-2251**

## SAINTS PETER AND PAUL SCHOOL AFTERCARE INFORMATION

### **AFTERCARE:**

**Aftercare is a Saints Peter and Paul School program.** Please see the student handbook for school rules. This program is offered to students of Sts. Peter and Paul School in grades Pre-K through 5<sup>th</sup>, for the convenience of **working** parents.

- ✓ Questions about the program should be directed to the Director of Aftercare.
- ✓ Questions relating to policy should be directed to Mrs. Connie Webster, Principal.

### **REGISTRATION FORMS:**

Completed registration forms, including the Student Behavior Policy and Agreement, are required on or before the first day of attendance in aftercare. A registration fee of ***\$5.00 per child*** is due with the completed forms. The school reserves the right to terminate service for any child who does not abide by the rules and may cause harm to themselves or other children in the program. Safety is the first concern of the Aftercare staff.

### **AFTERCARE STAFF:**

**Aftercare Program Employees** have met the following requirements of the State Child Care Administration:

- Fingerprinted and Criminal Background Check
- Medical requirements
- Emergency First Aid Training
- Child and Adult CPR Training

### **AFTERCARE CALENDAR AND HOURS OF OPERATION:**

**The Aftercare program is part of Sts. Peter and Paul School** and follows the same calendar for the School Year with the following exceptions:

- Day before Thanksgiving Break. NO AFTERCARE
- Day before Christmas Break. NO AFTERCARE
- Day before Easter Break. NO AFTERCARE
- Aftercare will end on the school day before closing Liturgy in June.

Aftercare is available only on days when school is in session. The hours are:

- **3:00 p.m. until 6:00 p.m.** on Full Days of school
- **12:30 p.m. until 6:00 p.m.** on Half days of school

**If school closes early for any reason or all after school activities are cancelled then Aftercare is cancelled.**

**PARENT SIGN OUT:**

*It is imperative that parents sign the book in Aftercare when they pick up their children.* For your child’s safety we must document who removed the child from Aftercare. **The Maryland State Child Care Administration is very strict about this rule. Please comply with this requirement.**

**AUTHORIZATION TO PICK UP A CHILD FROM AFTERCARE**

*A student will not be released to anyone who is not authorized in writing.* Anyone authorized to pick up your child must be listed on the registration form. We will also accept a note from a parent or guardian but again, any authorization must be *in writing*.

**RATES AND BILLING INFORMATION**

Full time rates apply to students using the service on a consistent basis. **Drop-ins are not available in Aftercare.**

**MONTHLY FULL TIME**

	<b>1 CHILD</b>	<b>2 CHILDREN</b>	<b>3CHILDREN</b>	<b>4 CHILDREN</b>
<b>1 day/ week</b>	<b>\$ 37.00</b>	<b>\$ 57.00</b>	<b>\$ 75.00</b>	<b>\$ 95.00</b>
<b>2 days/week</b>	<b>\$ 70.00</b>	<b>\$ 90.00</b>	<b>\$ 120.00</b>	<b>\$ 140.00</b>
<b>3 days/week</b>	<b>\$ 100.00</b>	<b>\$125.00</b>	<b>\$ 160.00</b>	<b>\$ 185.00</b>
<b>4 days/week</b>	<b>\$ 135.00</b>	<b>\$165.00</b>	<b>\$ 200.00</b>	<b>\$ 230.00</b>
<b>5 days/week</b>	<b>\$ 165.00</b>	<b>\$200.00</b>	<b>\$ 235.00</b>	<b>\$ 270.00</b>

Aftercare bills are prepared each month for the upcoming month of service. Sts Peter and Paul School mails the reminder. Payments are due the first of the each month prior to service.. Generally, 15 days are allowed for payments to be received before a late charge is added. *If you have any questions about your bill, please contact Aftercare Director as soon as possible.*

**Bills cannot be changed or adjusted without the authorization of Mrs. Connie Webster, Principal.**

**Please pay attention to the school calendar for dates report cards will be issued. The school will hold report cards and your child(ren) will not be allowed to attend Aftercare until all outstanding balances are paid in full.**

### **AFTERCARE SNACKS**

Saints Peter and Paul School will provide an afternoon snack to those children attending Aftercare. We make every effort to provide a light and nutritious snack. A snack menu will be posted on the Aftercare Bulletin Board for your review.

### **AFTERCARE LUNCH**

*Parents are responsible for providing a lunch on half days of school. Please provide appropriate utensils. Glass containers are not permitted.*

### **HOMEWORK POLICY**

Please remember that your child has been in a classroom most of the day. The Aftercare children are taken to the playground after check-in for approximately 30 min to 1 hour. If the weather is especially accommodating, the children will stay outside longer. The Aftercare program is normally located in the school cafeteria. ***The cafeteria is not an ideal location for studying or work requiring a quiet atmosphere without distractions.*** Self-directed students may work on homework, however, Aftercare Staff **MAY NOT** answer students' questions regarding homework.

- ✓ Homework is your child's responsibility and ideally should be done at home.
- ✓ *Children below 3<sup>rd</sup> grade are strongly encouraged to complete their homework at home with the assistance of their parents.*

### **LATE FEES:**

- ✓ A \$15.00 Late Fee will be added to your bill if not paid by the due date.
- ✓ A \$15.00 Late Fee will be added for every 5 minutes (or portion thereof) you are late picking up your child. This fee begins at 6:00 P.M.

### **PAYMENTS:**

ALL Payments for Aftercare services are to be addressed & made payable to:  
SSPP  
**This is a School program.**

### **SCHEDULE AND ACTIVITIES**

On full days:

- 3:00 – 3:30 attendance, prayer, and bathroom.
- 3:30 – 4:00 free play or homework.
- 4:00 – 4:30 snack and clean up.
- 4:30 – 5:00 scheduled group activity.
- 5:00 – 6:00 pack up and pick up

On half days:

- 12:30 – 1:00 attendance and prayer.
- 1:00 – 2:00 lunch.
- 2:00 - 2:30 clean up and bathroom.
- 2:30 – 4:00 free play or homework.
- Then scheduled time as usual.

There will be times when the cafeteria must be used for other school functions. If the cafeteria is occupied by another function, your children will be moved to a classroom.

### **CHANGE OF CLOTHING (OPTIONAL):**

You may choose to send a change of clothes for your child to wear during Aftercare *provided your child is able to change clothing without assistance*. This may save wear and tear on school uniforms. The children will have time to change clothing after check in, and must remember to tell a staff member they need to change.

### **WITHDRAWAL FROM AFTERCARE:**

If you choose to withdraw your children from Aftercare, you must notify the Aftercare Director *In Writing* or you will be billed accordingly.