

**Ss. PETER AND PAUL BEFORE AND
AFTER SCHOOL PROGRAM**

PARENT HANDBOOK

2017 - 2018

STATUS

Ss. Peter and Paul Before and After School Program is for grades **PreK-8**. It is an official extension of the Ss. Peter and Paul (SSPP) Catholic School and is under the administrative and supervisory control of the school Principal.

ELIGIBILITY

Only students who are enrolled in SSPP School are eligible to be enrolled in the SSPP Before and After School Program.

CONTACTING BEFORE AND AFTER SCHOOL PROGRAM

You may call 344-5450 (ext. 2227 to reach the Before and After School Program or send a message via Fast Direct.

ARRIVAL AND DEPARTURE PROCEDURES

Students who attend the Before and After School Program can be dropped off beginning at 6:30 a.m. at the Before and After School Program center. Children must be signed in each day upon arrival at the center and signed-out upon departure from the center. This is the responsibility of the parent or authorized person. Likewise children must be taken in and recognized by a staff member before the parent or authorized person departs. This is done for the safety of the child. The doors will remain locked at all times for safety. Please make sure doors close completely. Do not open the doors to anyone you do not know.

ATTENDANCE

The SSPP Before and After School Program will be open from 6:30–7:45 a.m. and 2:25–6 p.m. Monday through Friday **except on days when school is not in session**. In order to staff the Before and After School Program **appropriately**, please give the Before and After School Program staff one week notice if your child's schedule is to change. Emergencies can and will happen – we understand this. But it is important for the Before and After School Program to be able to plan ahead with staffing when possible.

BEHAVIOR EXPECTATIONS

Children will be expected to behave as responsible, self-disciplined members of a caring Christian community. That is, children will be expected to respect the Before and After School Program staff, each other, and the materials and environment provided. They must never leave the building or grounds without the explicit permission of the Before and After School Program staff or in the company of their parent(s)/guardian. Each child is unique and valuable; therefore, we will expect every child to be treated with respect, love and concern.

LATE PICK-UP FEES

A late fee of \$5.00 for each five minutes or part there of after 6 p.m. **will be charged**. This is a per child charge even if the children are from the same family. Late pick-up fees are due at the time of the late pick-up or before your child is dropped off the next morning. Should a child still be at the SSPP Before and After School Program after 6:30 p.m., the local police will be notified.

RETURN CHECK FEE

A return check fee of \$20.00 will be added to any returned check.

DISCIPLINE

We believe praise and encouragement are much more effective in promoting appropriate behavior than negative techniques. Therefore, the discipline techniques used at the Before and After School Program center are positive reinforcement, redirection and time-out. Physical punishment is never used. Each child is expected to abide by the rules of SSPP and respect staff members, other students, and all property.

- 1.) Behaviors will be documented
- 2.) Note home after repeated or serious offenses
- 3.) Referral to Principal of SS. Peter and Paul School

HEALTH AND MEDICATION

The health and well being of each child at the center is of the greatest importance. Therefore, if any of the following signs of illness appear in your child, he/she will need to be promptly picked-up from the center. Please see Page 30 of the Parent/Student handbook for illness guidelines.

swelling/redness of throat	extreme fatigue
reddened eyes	skin rash
diarrhea (1 time)	head lice
vomiting	constant cough

HOLIDAYS

The Before and After School Program will be closed when the Ss. Peter and Paul School is closed.

Christmas Break

The Before and After School Program will close at 10:45 a.m. on Thursday, December 21, 2017.

The Before and After School Program will be open on the regular schedule Monday – Wednesday, December 18-20.

The Before and After School Program will be closed from Thursday, December 21 at 10:45 a.m. through Tuesday, January 2, 2018.

The Before and After School Program will reopen on Wednesday, January 3, 2018.

HOMEWORK

The children will have scheduled homework/reading time daily. Please let the staff know if you want your child to work on something specific. Children will be encouraged to complete homework.

OUTDOOR PLAY

We do go outside daily; weather permitting. Please remember to dress your child accordingly. We are out for 30 minute time periods. These are cut shorter in extreme hot or cold weather. We will not go out if the temperature or wind chill is below 32 degrees or if the temperature or heat index is 100 degrees or above.

PARENTAL INVOLVEMENT

We invite all parents to become involved at the Before and After School Program. You are welcome to visit or volunteer at any time. Please be advised that we must follow Diocesan Policy and all volunteers/visitors must have attended a “Protecting God’s Children” session.

SCHOOL SNOW DAYS

For safety reasons, the Before and After School Program will be closed when school is closed for inclement weather.

SNACKS AND MEALS

An after school snack will be provided. Children may not bring their own snack (unless they have food allergies).

SPECIAL INSTRUCTIONS

The children are involved in many activities and it is very difficult for the Before and After School Program staff to remember everyone's special instructions (change for soccer, dance, etc.). Should special instructions be needed, please send a written note.

SUMMER PROGRAM

The summer program accepts children age 3 – children who have completed 5th grade.

RIGHT TO AMEND

The SSPP Before and After School Program retains the right to amend these policies and procedures for just cause. Revised copies will be provided to parents.

CLOSING THOUGHT

We hope your experience at the Ss. Peter and Paul Before and After School Program is a positive one and we look forward to serving your family's needs.