

## FINANCIAL INFORMATION

Program fees must be paid in full by Thursday before you use the program. Any family account that becomes delinquent will lose use of the program until the account is current.

Program fees must be paid weekly at the school. All late fees must be paid before attending the next week of the program.

A credit will be given to those parents whose child or children are signed up for the After School program but don't attend on the scheduled day due to illness. Any credit not used by the end of the school year will be donated to the school. If a parent decides their child will not be attending After School on an enrolled day, they need to contact the school office before noon of that day, in order to receive a credit.

### AFTER SCHOOL FEES

- Family Enrollment:** \$20.00 per family (Early Bird)  
\$30.00 per family (After 8/19/16)
- Daily Fee Per Child:** \$5.00 per day for 1 hour 3:00-4:00 pm  
\$8.00 per day for 2 hours 3:00-5:00 pm  
\$11.00 per day for 3 hours 3:00-6:00 pm
- Late Pick Up Fee:** A grace period of 10 minutes will be allowed before an additional hour is charged.
- Cancellation:** A credit is given if the student is not in school that day. Parents who choose to not have their child attend on an enrolled day must contact the office by noon in order to receive a credit. Receipts are sent home each Friday with attendance dates, payments, and credits listed.
- EMERGENCY DAY FEE: (For families not enrolled)**  
\$6.00 per day for 1 hour 3:00-4:00 pm  
\$9.00 per day for 2 hours 3:00-5:00 pm  
\$12.00 per day for 3 hours 3:00-6:00 pm

# St. Peter's Lutheran School



## AFTER SCHOOL CARE 2016-2017 School Year

6168 Walmore Road  
Sanborn, New York 14132  
731-4422

Dear Parents:

You have registered your child/children for St. Peter's After School Program. Please be sure that you read this handbook and understand our policies.

We offer this program to benefit all of our families, but we need your help to have the program run smoothly. If you have any questions about our after school program, please call the school 731-4422.

After School is a complete programmed class. Students will be supervised and classroom like rules will apply.

Students may enter after club sessions or sports practices. They will be released only to a parent or designee kept on file.

Students may NOT enter, leave, enter, leave, etc.

### **PLEASE CHECK THE FOLLOWING DETAILS**

Health Forms: Each child should have a health form completed and returned to St. Peter's School. If you have not turned one in yet, this MUST be done prior to your child attending the program. Be sure all information is current.

After school program will begin the first day of school and will operate every full school day.

Remember all payments are to be made at the school office by mail or in person. Payments are due Thursday of the week prior to using the program. Sign up forms are provided in each week's newsletter: KEYS. A receipt will be sent home each Friday indicating your child's enrollment for the coming week.

### **AFTER SCHOOL CHILD RELEASE**

Children will not be allowed to leave the After School Program before being signed out by a parent or designated adult. Do not remove your child from the program site without notifying the staff. If there is someone your child would not be allowed to leave the program with, please notify us in writing. Copies of Court Orders for protection, visitations or schedules MUST be on file. Children will only be released to adults designated. All of the child release policies have been established for the protection of your children. Please assist us with these security issues even though it may be inconvenient at times.

Be sure to communicate any changes or adjustments in the "normal process" during the school year. If your child is to attend

after school and you decide on an enrolled day that your child is to go home, please send a note or call the school office. A credit will be given only if notification is received by noon of that day.

### **HALF DAYS OF SCHOOL**

The after school program will **NOT** be offered on any scheduled half days of school.

### **BAD WEATHER SCHOOL CLOSING**

Weather related closings are often due to bus service cancellation. As a general rule, when Niagara Wheatfield district closes schools for weather reasons, St. Peter's will also be closed. Please listen to radio station WBEN & Television Channels 2, 4, & 7 for school closing information. If the students are in school when the decision to close school is made, parents will be classed to insure there will be someone to receive students as they arrive home.

### **HEALTH FORMS**

Up to date health forms must be on file with the school. A copy of the health form will be kept on file at the program site. Parents are responsible for informing the staff of any changes in address, telephone numbers, emergency or work phone numbers.

### **STAFF**

The After School Program will be staffed by a trained staff member. The staff/student ratio will be 1/10. Communication is the key to a positive relationship.

You are welcome to visit our After School Program anytime.

St. Peter's After School Program is happy to serve you. We will do our best to offer a high quality, caring Christian program. Please do your part as program members by following these few simple rules and policies.