

SS. Peter & Paul

BEFORE & AFTER
SCHOOL



2018-2019

General Information

The Before School Program is now located in the in the gym in the main school. Parents must escort their children into the building at the main gym doors, sign their child in and let a staff member know of your arrival.

For the After School program, please come to the main front door to sign your child out. If you pick your child up in the playground you must accompany your child into the building to get their things and sign them out. Prior notification must be given if someone other than a parent is picking up your child. For security reasons a driver's license must be presented for identification. Please be patient with the After School staff as they get to know you. Remember their first priority is your child's safety.

The primary goal of our After School Program is completion of written homework assignments. This is followed by a variety of activities, such as supervised play, group projects, arts and crafts, and outdoor play. If the weather permits, the children will play outdoors (with supervision) in the schoolyard.

Children are encouraged to bring a snack each day to the After School Program. Those attending Before School may bring breakfast or juice if desired. If your child does not have a snack we will provide one. Please alert us to any allergies.

Please be sure that **everything** your child wears or brings is labeled with his/her name.

All students will be expected to conform to the guidelines established in the SS. Peter and Paul School Handbook. The following violations may be grounds for dismissal from the program:

1. Discipline problems
2. Frequent late pick-ups
3. Frequent late payments or returned checks

Procedures

Registration

Emergency information must be on file for each student intending to use the Before & After School Program. Please complete the attached information form and return it to the school office. There will be a \$10.00 registration fee per family. Please make checks payable to Saints Peter and Paul School.

No child will be able to attend the program until the emergency form is completed.

Change of Plans

Full-time users are expected to use the program each day that school is in session. Part-time users will be expected on those days indicated on the form received at registration. If a change of plans occurs, a parent's written note should be sent to the school office, or verbal notification given. If a part-time student needs to use the program on a day they have not been registered for, a note or phone call must precede their attendance. Please let your child know if your plans for the day have changed. This will alleviate phone calls from the office.

Any student participating in an activity after school who is not picked up on time will be automatically enrolled in the After School Program.

You will be charged for the day (\$10.00) and will need to fill out an emergency form and pay the \$10.00 fee.

Behavior Policy

The behavior policy for the Before/After School Program is as follows: Children who are disrespectful or who misbehave will be issued a warning slip. It must be signed by a parent and returned the following day. If the behavior continues, the parents will have to meet with the program supervisor which may result in a 1 day suspension from the program. Continuous misbehavior will result in permanent exclusion. Our main concern is safety and order for all the children. All school behavior policies will be enforced.

BEFORE SCHOOL

7:00 A.M.-8:30 A.M. \$7.00 1ST Child

Delayed openings due to weather – Program still begins at 7:00 A.M.

\$16.00 1st Child

AFTER SCHOOL

3:05 P.M.-3:45 PM \$ 6.00 1ST Child

Any time after 3:45-4:30 \$10.00 1st child

12:30 Dismissal Days \$10.00 –signed out before 2:00 P.M.

\$15.00 – signed out before 3:00 P.M.

\$20.00 – signed out by 4:30 P.M.

All fees are half priced for additional siblings

Billing will be done on a bi-weekly basis. Payments are due before the next billing cycle. All bills will be emailed through the Educonnect system. Unpaid balances will be assessed a late fee of \$1.00 per day. A \$25.00 fee will be applied to all checks returned to us by the bank.

Overtime Fees – There is a \$1.00 per minute late fee assessed for any child picked up after 4:30P.M. Please notify the staff if you know you will be late and let them know your approximate arrival time.

Frequent late pick-ups will result in dismissal from the program

THE AFTER SCHOOL PROGRAM DOES NOT OPERATE ON EARLY
DISMISSAL DAYS THAT HAVE BEEN CALLED BY THE CITY OF
WATERBURY DUE TO WEATHER

REGISTRATION FORM

\$10.00 fee per family

Before & After School starts on August 27th, 1st day of School 12:30 dismissal

Please Fill Out, Detach, and Return- 1 form per family

I have read and understand all policies stated in the Before School / After School Program Handbook.

Parent/Guardian Signature

Child's Name: _____ Grade: _____

Child's Name _____ Grade: _____

_____ We will be using the program on a part-time basis.

_____ We will be using the program for Early Dismissal days. (12:30 P.M.)

_____ We will be using the program for late opening days.

_____ We will be using the program on a full-time basis as indicated below:

Please fill in the DAYS AND TIMES:

Before School hours: _____

After School hours: _____

Please indicate the date your child will start Before School and/or After School _____

Registration Fee \$10.00

Cash _____

Check # _____

PLEASE COMPLETE EMERGENCY FORM ON FOLLOWING PAGE

EMERGENCY FORM

Please Print clearly

Student Name _____ Grade _____ DOB _____

Address _____

City _____ Zip _____

Sibling Name _____ Grade _____ DOB _____

Parent/Guardian Information – Please print clearly

Mother

Name _____

Address _____

Cell Ph # _____ Work # _____

Employer _____

Father

Name _____

Address _____

Cell Ph # _____ Work # _____

Employer _____

Child lives With ___Both Parents ___Mother ___Father ___Other

If there is someone other than the parent/guardian who may be picking up your child/children, please put their names and relationship to the child/children here:

If there are persons who **may not** pick up your child/children, please list their name and relationship to the child here _____

Does your child have any food or other allergies and does he/she take medications for these allergies? _____

3 MANDATORY EMERGENCY CONTACTS (other than parents)
Please Print Clearly

1. Name _____ Relationship _____
Address _____ City _____ St. ____ Zip _____
Home # _____ Cell # _____
Work # _____

2. Name _____ Relationship _____
Address _____ City _____ St. ____ Zip _____
Home # _____ Cell Ph# _____
Work # _____

3. Name _____ Relationship _____
Address _____ City _____ St. ____ Zip _____
Home # _____ Cell Ph# _____
Work # _____

PLEASE NOTE: Please notify the staff of any changes of your personal info, address, home, cell, or work numbers. Thank you.

Email Bills

Please notify the staff if you change your e-mail address during the school year.

Please Print Clearly

Child's Name: _____ Grade _____

E-Mail Address _____
For Billing

Parent Name _____