

Before and After Care Policies and Procedures

St. Peter Catholic School is committed to providing a safe, properly staffed, and enjoyable before and after care experience for our students. Additionally, we are committed to keeping costs as low as possible for our families who need this service. Please read the following Handbook of Policies carefully.

This section includes important information regarding the policies, regulations, and student guidelines, scheduled for the St. Peter Catholic School Before and After Care Program.

As we did last year, Before Care and After Care services will provided on a pre-paid basis. All payments and billings will utilize the FACTS system.

- If you have any questions concerning **payment**, please call: **Trina Fouchi at 985-892-1831.**
- If you have any questions concerning the **Before Care or After Care policy**, please call **Mrs. Janice Bardy at 985-892-1831.**

Before & After Care Director: Mrs. Janice Bardy
Key Care Coordinator: Mrs. Melinda Bergeron

After Care Phone Number: 985-892-1831 (ext. 250)

Before and After Care Hours and Rates

Morning Key Care (PreK 3 and PreK students only), Afternoon Key Care (3, 4 and 5 year olds)

Morning “Key Care” for Key Cottage students only will be offered in Key Cottage from 7:00 a.m.-7:30 a.m. at a rate of \$1.00 a morning. Little ones will need to be dropped off at Key Cottage.

Afternoon “Key Care” is offered for our Key Cottage, Pre-K, and K students at the Early Childhood Center (ECC) from 2:30 -5:30 p.m. \$10.00 per day. There is a one hour or less rate (until 3:30 p.m.) of \$5.00 per day. Pick-up and sign out are at the ECC.

Before-Care (Kindergarten - 7th Grade)

Before-Care is offered for our Kindergarten - 7th grade students in the school cafeteria from 6:50 – 7:15 a.m. Any student that is dropped off at school before 7:15 a.m. and before the beginning of carline (either by car or bus) will attend and be billed for “Before-Care.” There is a charge of \$.50 cents per day.

After-Care (1st - 7th Grade)

After-Care is offered for our 1st - 7th grade students on campus from 2:45- 6:00 p.m. The first hour (until 3:45 p.m.) is \$5.00 and any child staying past 3:45 p.m. will be billed at \$10.00 a day. Parents who arrive after 6:00 p.m. will be billed \$1.00 per minute for each minute after 6 p.m.

Any other days on which After-Care will not be provided will be announced in advance.

Revised 8/4/2020



Rules of Conduct for Students in the Before/After Care Program:

Parents are asked to please read the following rules of conduct and discuss them with their children. Consistent misbehavior and disobedience will **not** be tolerated and parents will be notified and asked to find an alternative program for their children. The Principal has the authority to remove any student from Before/After Care during the year if conduct is not acceptable or for non-payment.

1. All rules will be the same for After Care as stated in the Discipline Policy in the Student/Parent Handbook.
2. Infractions of the rules will be reviewed with the parents daily. If your child is involved in a discipline infraction in after care, he/she may be required to “sit out” for a designated length of time.
3. After Care students should report to After Care immediately.
4. Students should stay seated in the cafeteria until after snack.
5. Time will be given to our 2nd through 7th grade students to begin their homework. Some help is available, but private tutoring is not provided.
6. Students must play in the designated, supervised areas on the playground.
7. Our Pre-K and Kindergarten students will begin After Care in the ECC from 2:30 p.m.-3:00 p.m. for snack and rest. At 3:00 p.m., the children will move to the ECC play yard, weather permitting. If you have a Pre-K/K student, when you come to check your child out of After-Care, please check to see if the children are playing on the ECC playground first. If the Pre-K/K students are not present on the ECC playground, they will be in the main school yard.
8. Key Cottage students begin After Care in Key Cottage until 3:45. Snacks are served to them.
9. A snack is given to all of the After Care students daily. Often, the children are hungry and the snack doesn't necessarily fill the students up. If you feel that your child needs more food than an After Care snack provides, please consider sending snacks for after care in their book bags.
10. The pavilion gate opens at 6:50 a.m. for **Before Care students**. If Before Care students arrive on campus before 6:50 a.m., they should remain in their parent's vehicles until the pavilion gate is opened. The students should then go to the cafeteria to sign in. Key Cottage students should go straight to Key Cottage. Normal school rules apply.

Payments for all Before Care and After School Care (including Key Cottage) will be made through **FACTS online payment system**. Family discounts are not available for Before Care or After School services. A light snack is provided; however, we encourage parents to send an additional snack with your child. **Students will not be allowed to attend the St. Peter Before Care and/or After Care Program without having paid in advance for the service.**

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