

# AFTER-SCHOOL EXTENSION PROGRAM



## PARENT/STUDENT POLICIES

### REGISTRATION FORM

**\$30.00 Family Registration fee due when enrolling**

Parent's Name (First & Last): \_\_\_\_\_

Children's Names & Grades: \_\_\_\_\_

Family Email \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone: Mother's: \_\_\_\_\_ Father's: \_\_\_\_\_

Work Phone: Mother's: \_\_\_\_\_ Father's: \_\_\_\_\_

If parents cannot be reached, please provide us with two emergency contacts:

Emergency Contact: \_\_\_\_\_  
(Name) Phone #

Emergency Contact: \_\_\_\_\_  
(Name) Phone #

Please check the days that you plan to use the program and the time you plan on picking up your child(ren):

\_\_\_ Monday Pickup Time \_\_\_\_\_ \_\_\_ Tuesday Pickup Time \_\_\_\_\_

\_\_\_ Wednesday Pickup Time \_\_\_\_\_ \_\_\_ Thursday Pickup Time \_\_\_\_\_

\_\_\_ Friday Pickup Time \_\_\_\_\_

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For Office Use Only:

Paid Registration Fee \$30.00: Yes No

When paid: Check # \_\_\_\_\_ Date # \_\_\_\_\_

# AFTER-SCHOOL EXTENSION PROGRAM



## PARENT/STUDENT POLICIES

### **PHILOSOPHY/MISSION STATEMENT:**

The St. Peter Catholic School After-School Extension Program exists to assist parents, who because of their work schedules, are unable to pick up their children at regular school dismissal time and to provide for the children of these families a safe and enjoyable environment in which to spend this extended time after school dismissal.

**This program reserves the right to amend these policies for just cause, and families registered in this program will be notified of any such amendments.**

Welcome to the St. Peter Catholic School After-School Extension Program, a childcare service for your children. The program is available to all students enrolled in St. Peter Catholic School (All Day PreK-8<sup>th</sup> Grades). It will be open every day that school is in session all day. On days that school is dismissed early or days when school is not in session, there will NOT be any childcare provided.

### **HOURS OF OPERATION**

3:20 PM – 5:30 PM	Latchkey Operation Hours
3:20 PM – 3:30 PM	Students will use the restroom and check in with the latchkey teachers.
3:30 PM – 4:00 PM	Students will proceed to the school playground or into the gym for recreational time.
4:00 PM – 4:30 PM	Students will eat a snack (provided) and have quiet study time for homework.
4:30 PM - 5:00 PM	Students can continue working on homework or have inside free time play.
5:00 PM – 5:30 PM	Students will have the opportunity to work on a provided chromebook for educational games and/or homework.

### **ATTENDANCE**

A child must have been in attendance at school during the day in order to attend the after-school program.

### **COMMUNICATION**

If you need to contact the director of the program, Kelly Gerstenkorn, please call the school office at 316-524-6585, 316-210-5844 (cell phone) or email at [kgerstenkorn@stpeterschulte.com](mailto:kgerstenkorn@stpeterschulte.com).

### **SCHEDULE OF ACTIVITIES PROVIDED**

Students will participate in a variety of activities such as free time play, structured play/activity time, indoor and outdoor play (weather permitting), study/silent reading/quiet activity time, and snack time. Students may or may not have the opportunity for all activities listed; involvement will depend on the length of time spent each day in the program and could change due to weather and/or school functions.

### **EXPECTATIONS OF THE STUDENTS**

- Follow all the rules (see next section)
- Be responsible for such items as book bags, coats, and other personal items. (The program is not responsible for the breakage or loss of any personal items).
- Must notify a person in charge when parents arrive for them.

# AFTER-SCHOOL EXTENSION PROGRAM



## PARENT/STUDENT POLICIES

### **STUDENT RULES**

- Respect other students, employees, and all property.
- Be willing to share toys and sports equipment with other students, and be willing to allow others to join in activity or game.
- All toys, balls, other sports equipment, and games (e.g., card games and board games) must be used appropriately.
- Must be quiet during roll call and the designated study/silent reading/quiet activity times.
- No touching, grabbing, pushing, or kicking other students.
- No foul language or profanity.
- Must stay with the designated group and assigned employee at all times (e.g., if group child is assigned to be inside the building, he/she must be inside; if outside playing, student must be outside).
- Must ask an employee for permission to use the restroom.
- When eating, student must remain seated until finished, and then clean up his/her area, and throw trash away.
- No food or drinks allowed except that provided as a snack by the program (unless approved due to food allergy).
- No gum chewing allowed.
- No cell phones, smart watches or electronic games are allowed.
- No toys or trading cards from home are allowed.

### **DISCIPLINE PROCEDURE**

St. Peter After-School Extension Program conducts an instructional program for the benefit of the students; therefore, students are expected to be diligent and earnest in carrying out their school/after school obligations and abide by the behavioral expectations. Failure to be diligent in study and/or in adhering to the school/after school regulations means that the student is guilty of misconduct and may lose the privilege of attending the St. Peter After-School Extension Program. Those students who persist in creating behavioral problems will be subject to disciplinary action.

A single MAJOR DISRUPTIVE student action (e.g., fighting, vandalism, obscenity, stealing, cheating, truancy, forgery, defiance of authority, frequent disrespect of students' right to learn) will necessitate use of the following disciplinary procedure:

- Level 1 - First infraction calls for a latchkey supervisor consultation with parents and student. Official warning for behavior is given. Student is able to attend latchkey and will participate in separate reflection activities that day and/or the following latchkey day.
- Level 2 - Second infraction calls for a latchkey supervisor consultation with parents, student and principal. Referral for a one-week latchkey suspension is given to begin the first latchkey day after the infraction.
- Level 3 - The third infraction calls for consultation of the latchkey supervisor, parents, student, and principal. Student loses latchkey privileges and is dismissed from the St. Peter After-School Extension Program for the rest of the school year.

Latchkey Supervisors will discipline minor infractions of the St. Peter After-School Extension's behavior expectations. Discipline is to be consistent with the Diocesan philosophy of education, including emphasis on the important role of the parent.

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## PARENT/STUDENT POLICIES

### EMERGENCIES

- **In case of an Emergency-** Employees have been instructed to follow this procedure: Call the parent immediately. If parent cannot be reached and/or situation is gravely serious, call 911 (Even if parent can be reached, the employee may still determine that calling 911 is necessary for the good of the child and employee will inform parent that 911 will be called).
- **If child is ill or becomes ill** – Students who have any sort of communicable disease will not be permitted to attend the program. If a child either arrives at the end of the school day showing symptoms of illness or develops these signs during the program hours, the employees will call the parent and ask that the child be picked up as soon as possible.
- **Safety Drills** – Safety drills will be practiced with the children in the program.

### STUDENT RECORDS

- **Health** – The After-School Extension Program has access to all student health information; however, it is advisable that parents still visit with the director and/or employees of the program so that they are aware of any health issues such as medication a child is taking and/or any allergies a child may have. If medication needs to be available or administered by the program staff, proper documentation must be on file and medication must be made available by the parents.
- **Custody Decrees/Other Types of Contact of Child with Adult(s)** – The After-School Extension Program has access to copies of any custody decrees or other documents relating to a parent/adult's contact with a child; however, it is advisable that parents still visit with the director and/or employees of the program so that they are aware of any such contact.

# AFTER-SCHOOL EXTENSION PROGRAM



## PARENT/STUDENT POLICIES

### FEES & PAYMENT

There is a \$30.00 per family non-refundable registration fee.  
Charge is in 30 minute increments per schedule below:

<u>TIME</u>	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>	<u>4 Children</u>
3:35-4:00	\$4.00	\$5.00	\$6.00	\$7.00
4:01-4:30	\$6.00	\$7.00	\$8.00	\$9.00
4:31-5:00	\$8.00	\$9.00	\$10.00	\$11.00
5:01-5:30	\$10.00	\$11.00	\$12.00	\$13.00

**After 5:30 PM – Parents who are late (after 5:30 PM) picking up their child(ren) will be charged \$1.00 per minute for each of their children in attendance.**

**For the safety of the students, all students who are still on St. Peter property after 3:30 PM will be sent to the After-School Extension Program, and parents will be billed accordingly, with the \$30.00 non-refundable registration fee charged with the first occurrence of this happening.**

- E-bills will be emailed on a monthly basis.
- E-Bills will be prepared for the 1<sup>st</sup> of each month with payment due by the 15<sup>th</sup>. Payments will be deposited weekly. **Payments made thereafter will be subject to a late fee of \$10.00.**
- Payments may be made by cash, check or online payment with a credit/debit card or a checking account.
- Families wishing to participate in company flex spending accounts, or for tax purposes, need to keep track of their own payments. If it becomes necessary for the latchkey director to tabulate latchkey expenditure for families, a \$10 fee will be assessed to the next billing cycle. **Please keep track of these expenditures!**
- **Payments may be made to the school office or given to the latchkey supervisors during latchkey operation.**
- If payment is not received by the next billing cycle, then the child(ren) in the family will no longer be allowed to attend the program.

### PROGRAM PRIVILEGE

**Attendance in the After School Program is a privilege that can be revoked by the school at any time.**

# AFTER-SCHOOL EXTENSION PROGRAM



## PARENT/STUDENT POLICIES



## Movie Day Permission Form

I give my child(ren) permission to watch PG rated movies on Disney+ during the 2025-2026 School Year in the After-School Extension Program at St. Peter Catholic School.

Parent Signature: \_\_\_\_\_

Student Name(s): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

# AFTER-SCHOOL EXTENSION PROGRAM



## PARENT/STUDENT POLICIES

### AFTER SCHOOL SPORT/ACTIVITY Alternate Responsible Party Sign Out

Parent's Name (First & Last): \_\_\_\_\_

Student(s) Being Signed Out: \_\_\_\_\_

Alternate Responsible Party Signing Student(s) Out: \_\_\_\_\_

Relationship to Student(s): \_\_\_\_\_

Activity/Sport: \_\_\_\_\_

Please check the days that you plan to have the alternate responsible party sign your student(s) out of latchkey:

\_\_\_Monday Pickup Time \_\_\_\_\_ \_\_\_Tuesday Pickup Time \_\_\_\_\_

\_\_\_Wednesday Pickup Time \_\_\_\_\_ \_\_\_Thursday Pickup Time \_\_\_\_\_

\_\_\_Friday Pickup Time \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For Office Use Only:

Latchkey Approval: Yes No Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# AFTER-SCHOOL EXTENSION PROGRAM



## PARENT/STUDENT POLICIES

### Medical / Nutrition / Orthodontic Form

Student \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_ My child has a food allergy and/or intolerance.

Please discuss the type of allergy/intolerance and signs/symptoms:

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**If your child has an allergy or intolerance we highly recommend that you provide snack items that are acceptable for her/his dietary needs. This can be done by sending snacks in a bag or box labeled with your child's name; teachers will let you know when the supply is nearing completion.**

\_\_\_\_\_ My child has a prescribed EpiPen (epinephrine autoinjector) and I have provided one for the After School Extension Program.

**Please note: the school office is closed and locked at 4:00 p.m. thereby leaving after school personnel limited access to medical items or information. Please list information pertinent to your student's health:**

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\_\_\_\_\_ My child has orthodontic braces and I choose to send acceptable snack alternatives to those which the program provides.

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*Please sign and return this bottom portion to school*

Parents, your signature indicates your support of St. Peter Catholic School's After-School Extension Program, your adherence to all rules and regulations, your agreement to make monthly payments of required fees by the specified due date, and that you have discussed with your child(ren) the program expectations of them and the importance that they abide by them. Failure to meet the conditions of this agreement may result in your child(ren) being dismissed from the program.

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Parent's Signature

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Date

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(Please Print Family Name)