



**After School Care
Parent-Student Handbook
2024-2025**

St. Peter Catholic School
429 Main Street
Huron, Ohio
Phone: 419-433-4640
agillen@huronstpeterschool.org

Welcome to St. Peter Catholic School After School Care Program!

St. Peter After School Care Program provides a safe and welcoming environment for our students to finish homework, participate in indoor and outdoor play, and create friendships outside of the classroom. Our After School Care director is responsible for communicating with our parents and keeping accurate student attendance and hours.

AFTER SCHOOL CARE HOURS

The After School Care Program begins at 2:45 PM until 6:00 PM Monday-Friday. The program is available to all St. Peter students preschool through eighth grade. The program is closed on **ALL** school holidays, inclement weather days, teacher work days and any other day the school is not open.

FINANCIAL RESPONSIBILITIES

The non-refundable registration fee of \$20 per child is due by September 30th of the current school year. Registration is on a first come, first serve basis.

The hourly rate for one child in the After School Care Program is \$5 per hour. The fee for an additional child is \$2.50 per hour. All students must be picked up by 6:00 PM each day. Students who are not picked up by 6:00 PM will incur an additional charge of \$1 per minute.

BILLING

Billing is processed through Digital Academy. You will receive an email notification when bills are posted.

ADMISSION INFORMATION (NONDISCRIMINATORY POLICY)

St. Peter Catholic School admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

ATTENDANCE

Students who are sent home during the school day as a result of an illness will not be allowed to return to school to participate in After School Care.

CELL PHONES, TABLETS, & OTHER ELECTRONIC DEVICES

Students are not permitted to make personal phone calls or texts, take photographs, play games, listen to music, or watch videos on their electronic devices during After School Care.

CHILD ABUSE LAWS

St. Peter Catholic School abides by the Child Abuse laws of the state of Ohio. The law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

CONDUCT

All students will be considerate of the rights of others in all actions and cooperate with the policies of the school.

CRISIS PLAN

St. Peter Catholic School has a crisis plan in the case of a lockdown emergency. After School Care staff are aware of the procedure to keep your children safe. In the event of an emergency, circumstances permitting, the building will be evacuated and students will be moved to the designated location: Huron Public Library, 333 Williams Street, Huron, OH 44839

DRESS CODE

Students may wear casual clothing appropriate for the weather.

EMERGENCY CARE FOR ILLNESS OR ACCIDENT

After School Care personnel administer first aid for all minor accidents. First aid consists of cleansing the wound with soap and water, bandaging the wound, or using an ice pack to reduce swelling. We do not administer any medications.

Serious illness/accident: Every attempt is made to carry out instructions on the emergency portion of the After School Care registration form. It is vital that **ALL** phone numbers are up-to-date.

We do not have the facilities to take care of sick children or provide transportation. When a parent is called regarding an ill child, the parent must make arrangements for someone to pick up the child IMMEDIATELY and inform the After School Care personnel as to who is picking up the child/children.

HOMEWORK

After School Care personnel will assist students with their homework as needed. It is the child's responsibility to bring their assignment book, books and/or materials to the program. Students are not permitted to return to their classroom, desk, or locker once they have signed into After School Care. We recommend that our parents check their student's work at home as we are also monitoring other students during homework time.

SECURITY

We ask for your patience regarding security. It does take time for our personnel to recognize you. There will be times when you may be asked to show some form of identification (driver's license or state identification card). Please understand these procedures are in place for the safety of your child/children while in our care.

If someone is picking up your child/children other than those persons listed on your registration form and you have not notified us of a change in pick up, our personnel will contact the parent to verify the change. A photo ID will be required from these individuals as well. No child will be allowed to leave with anyone who does not have a photo ID. Please keep your list of individuals permitted to pick up your child and your phone numbers up-to-date with our After School Care personnel.

SIGN IN/OUT PROCEDURES

The After School Care personnel are responsible for the sign in/out of each student. Sign in begins promptly at 2:45 PM unless the student is involved in activities such as choir, tutoring, sports, etc. When the student arrives at After School Care, the student's name is entered into the online system. When students are picked up, the staff logs the student out of the online system. **ONLY** authorized adults may sign out students.

If there is an emergency and a different person will be picking up the child/children, the parent/guardian must inform the School Office (419-433-4640) by 2:30 PM of the name and relationship of the person who is to pick up the child. After School Care will be notified of the change.

SNACKS

Each child will receive one snack and drink. If the child/children does not like the snack offered, an alternate snack is provided.

ST. PETER AFTER SCHOOL CARE RULES PRESCHOOL-8TH GRADE

- Treat all students and adults with respect.
- Keep your hands and feet to yourself.
- Respect the belongings and property of others.
- Use polite language at all times.
- Use indoor voices while in the building.

Consistently and purposefully breaking the rules as set forth in the After School Care handbook will result in **immediate** dismissal from the After School Care program.

I have reviewed the rules and understand them. I also understand the consequences of choosing not to follow the rules.

Student Signature: _____

Parent Signature: _____

Date: _____

**The original signed copy of this agreement will be kept with our director in our After School Care program and one copy will be sent home with the student to be given to the parent/guardian.*