



St. Peter Lutheran School



Extended Care (Grades 1-8) 2007-2008

The Extended Care Program is the before/after school care program for grades 1-8. We operate from 7-7:45 a.m. and 2:30-6:00 p.m. in the cafeteria on regular school days. The program offers time and space for students to do homework, play outside, have a snack, make crafts, visit with friends, and enjoy educational toys, games, computer time, art, and hands-on science activities. The program is also available on non-school days from 7:00 a.m. to 6:00 p.m. and on early dismissal days from 11:30 a.m. to 6:00 p.m., by reservation only.

After 2:45 p.m., any child who has not been picked up by a parent and who is not in an after school activity will be brought to the Extended Care program, where a parent will be called. All children must be supervised after school.

STAFF

We have qualified and experienced professionals working in our program. We work closely with the classroom teachers to provide additional help with school activities and homework. We have a staff of 7 adults who work with us.

- Jan Ferrar, Program Coordinator, has been at St. Peter for 17 years, 16 of which have been in the Extended Care program. She also has worked for 16 years as a preschool/kindergarten aide and has been the preschool/Summer Camp Office Manager for several years.
- Kristina Westmoreland joined our staff 8 years ago. She is a mom, and also works at Hersey High School.

- Cheryl Weinrich has been with us for 6 years. She runs our church nursery, works in the preschool/Ext. 345/Summer Camp program and our church security. She is also Sanitation Certified.
- Carolyn Ferrar has also been with this program for 7 years. She has been a part of Summer Camp for 7 years also, and is now a student completing a program in Occupational Therapy.
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- Mary Staehlin has worked in Extended Care for 2 years. She has been a preschool teacher for 5 years and also is Assistant Director of Summer Camp.
- Andrew Staehlin has been part of the program off and on for 3 years. He is now a teacher aide in district 25 and has been a Summer Camp teacher as well.
- Doris Shafron is returning for her 2nd year in Extended Care, although she has been a preschool/kindergarten assistant for 20 years. She also taught a preschool class three years ago.

ENROLLMENT

Families wishing to enroll in the Extended Care Program (often called “Before and After Care Program”) need to complete an application form, which is available in the school office, and also from a program staff member. Once this form is completed, the student’s name will be placed on all Extended Care attendance ledgers and the child will be allowed to participate in the program, either on a regular or occasional basis.

NON-SCHOOL/EARLY DISMISSAL DAYS

There are over 15 calendar days during the school year when classes are not in session due to holidays, parent-teacher meetings, faculty conferences, and the end of the school year. On most of those days we are open from 7 am to 6 pm. We ask that you fill out Reservation Forms which are available in the cafeteria 3-4 weeks ahead of time. These forms need to be returned the week before the scheduled day to determine space and staffing, since there are a limited number of spots available. 24 hours notice is required to receive a 50% credit for a cancelled day. Full payment will be required if not cancelled with 24 hours notice. Snacks are provided, but you must supply a lunch and drink for your child. There are no hot lunches on those days. Charges for these days are different from the regular hourly rates, and are printed elsewhere in this letter.

ARRIVAL/DISMISSAL PROCEDURES

Both morning and after school care operate in the school cafeteria. Please use the Bartz Hall gym entrance to drop off and pick up your child from our program. It is imperative that you let us know when you are leaving in the afternoon so that we can mark out the time your child leaves.

In situations when someone other than the parent is dropping off or picking up the child, parents are asked to send a signed note, or telephone Jan Ferrar, the Program Coordinator, with the name of the authorized person(s). Authorized persons other than the parent will be asked to identify themselves with a picture ID.

LATE PICK-UP POLICY

The program ends at 6 p.m. When parents are late picking up their children, the following procedures will be followed.

- When a child is picked up any time after 6 pm, a \$1 per minute per child fee is charged to the family account. It must be paid within 5 days of the late pick-up.
- Each time a child is picked up late, the fee is assessed and a letter is sent to the family.
- When the parent is late more than five minutes, points are assigned as follows:

6:05-6:10	1 point
6:11-6:20	2 points
6:21-6:30	3 points
6:31 +	5 points
- An accumulation of 10 points results in the loss of the use of the program.

- If parents know they are going to be late they should call (847)253-6638, ext. 185. Under some extreme and/or weather related conditions, points may be waived.

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FEES

A fee structure has been established for the Extended Care program. There is a charge of \$4.00 per hour per child, maximum \$14.00/day, with discounts for second and third children, either in the same program or with siblings in Extension 3-4-5. Charges for non-school or early dismissal days are based on blocks of time spent in the program (less than 3 hours, 3 hours or more on early dismissal days; less than 5 hours, 5 hours or more on non-school days). Again, there are discounts for 2nd and 3rd children in either program. See the attached chart for those fees.

BILLING

All charges are posted weekly based on usage. Statements are mailed home monthly with the school tuition bills. Families then remit payment for all charges along with their tuition payments to the school bookkeeper. In some instances, based on enrollment, you MAY be billed by Extension 3-4-5 for non-school days, if older children will be combined with the younger children.

You can always reach us at (847)253-6638, ext. 185 during Extended Care hours, or during the day in Jan Ferrar's office at ext. 355, if you have any questions. You can also reach Jan during the day via email, jferrar@stpeter-ah.org.

Jan Ferrar, Program Coordinator

