

# **St. Peter School Extended Care**

## **Handbook 2018 - 2019**

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## **The Extended Care Program**

St. Peter School's Extended Care Program seeks to reinforce the school's mission to help students realize their fullest potential, physically, emotionally, intellectually, and spiritually. Extracurricular activities, academic opportunities, and structured free time all serve to inspire students' innate curiosity and expand their capacity to love God and serve others. The school's philosophy of education, rules for conduct, and specific policies as outlined in the [Parent Student Handbook](#) all inform and guide the Extended Care Program.

## **Before Care**

Our Before Care Program offers students a jumpstart to their day by providing structured time for a packed breakfast, homework review, fun activities and games. In addition to these indoor activities, students have the opportunity to play a variety of outdoor games with our Morning Fitness enrichment class. We believe that physical activity and structured free time help to promote students' self-esteem, creativity, and social wellbeing and that the right start to the day prepares students for success in the classroom, on the playground, and throughout the year ahead.

The Before Care Program runs Monday to Friday, from 7:30am until 8:15am, when school begins. Students may drop in to Before Care anytime after 7:30am and they will go directly to their classrooms when the bell rings at 8:15am.

Our new enrollment system efficiently integrates registration, student profiles, and accurate class lists. Before Care will cost \$10 per day for the 2018-2019 school year. Simply register your student for Before Care and you will be provided with monthly invoices listing the charges due according to the number of days your student(s) attended Before Care.

## **Aftercare**

Our Aftercare Program enriches students' school days by offering structured playtime, supervised homework sessions, and a wide variety of fun and educational extracurricular activities. Students may choose to enroll in a number of enrichment classes that engage and inspire their intellectual, emotional, physical, and social interests. We work with the best after school enrichment instructors to provide high quality courses in topics such as computer science, dance, arts and crafts, sports, cinema, languages, music, drama, cooking, and board games.

The Aftercare Program runs Monday to Friday, from 3:15pm to 6:00pm on regular days and from 12:15pm until 6:00pm on half-days. Any students who have not been picked up by 3:30pm on regular days or by 12:30pm on half days will be automatically enrolled in Aftercare and will be charged a Drop-In fee.

Our aftercare teachers will meet their aftercare class in the students' own classroom promptly at 3:15pm. While aftercare teachers may determine the specific schedule appropriate for their class, every aftercare afternoon will include time for snacks, outdoor play (weather permitting), supervised homework sessions, indoor activities, and enrichment classes. Students in 5<sup>th</sup>-8<sup>th</sup> grade who desire additional time for homework will have the opportunity to attend study hall for extended homework time.

Parents are welcome to pick up their students from Aftercare any time before 6:00pm. Please see our pick-up procedures below.

Our new enrollment system efficiently integrates registration options, student profiles, and accurate class lists. Aftercare students may enroll as Full-Time students or as Drop-In students. Full-Time enrollment will cost \$400 per month and is appropriate and most cost-effective for students who are attending Aftercare twelve times per month or more. Drop-In enrollment will cost \$35 per day and is appropriate for students who attend Aftercare on a part-time basis. Whether you decide to enroll your student as a Full-Time student or as a Drop-In student, you will be provided with a monthly invoice listing the Aftercare charges due.

### **Enrichment Classes**

All St. Peter students are invited to peruse our Enrichment Course Catalogues, provided on the first day of school in August and on the first day back from winter break in January. We encourage our students' interests and expand their horizons by offering a wide variety of extracurricular courses, ranging from Tae Kwon Do to Jewelry Making and Computer Programming to Ice Skating. We believe that education is a dynamic process that engages students' innate interests and challenges them to take ownership of the information and skills presented to them. We work with the best after school enrichment instructors, many of whom are based in D.C. and on Capitol Hill. Instructors provide high quality courses that inspire and support the wide variety of our students' own interests and talents.

The Fall Enrichment Course Catalogue will be available to all students on the first day of school in August, and the Winter/Spring Enrichment Course Catalogue will be available to all students on the first day back from winter break in January. Parents and students will have over a week to consider which classes they might be interested in before registration closes. Enrichment courses will begin two weeks after registration closes and will run throughout the following semester.

Our Enrichment Program is embedded into our Aftercare Program. All students staying after school for an enrichment course will remain in their aftercare classroom where they will check in with their aftercare teacher. The aftercare classroom serves as a “homeroom” throughout the afternoon. Aftercare teachers will send students to their specific enrichment classes at the appropriate times, and, if parents are not able to pick up their students when enrichment classes end, students will return to their aftercare classroom.

Although the Enrichment Program is embedded into our Aftercare Program, students who are not enrolled in Aftercare are welcome to participate in the Enrichment Program. Students staying after school must abide by Aftercare’s rules and procedures. However, students who stay strictly for Enrichment Programs and are picked up immediately after their enrichment class will not be charged a fee for Drop-In Aftercare.

### **Pick-up Procedures for Aftercare & Enrichment Classes**

Parents are welcome to pick up their students from Aftercare or Enrichment Classes any time before 6:00pm. We kindly request that all students are picked up by 6:00pm, as St. Peter School closes promptly at this time.

Parents should come to St. Peter School’s E Street entrance where our aftercare receptionist will meet them. The aftercare receptionist will call for students to come down to meet their parents in the reception area. Once the student and parent sign out with the aftercare receptionist they may leave St. Peter School for the evening. After students have been dismissed, whether from school or from Aftercare, they may not return to Aftercare that afternoon.

We ensure our students’ safety by only releasing students to a parent or adult to whom that student’s parents have granted transportation permission through their TADS account. Please be sure to update your walking privileges and transportation permission pages in [TADS](#). And please always inform the front office of any changes to your TADS account by emailing [lpawlowski@stpeterschooldc.org](mailto:lpawlowski@stpeterschooldc.org).

### **Maintaining Good Standing in Extended Care**

We are grateful for our students’ exemplary behavior and their parents’ generous support, which together enable the successful operation of our Extended Care program. The [St. Peter School Handbook](#) offers a clear and accessible guideline for the expectations for our community of students, parents, and teachers.

Should a student's behavior fail to comply with these expectations, he or she may be asked to leave St. Peter School for the day. In this rare case, parents would be called to pick up that student immediately. Should a student require repeated disciplinary intervention there would be grounds for that student's dismissal from the program.

Similarly, should a parent fail to support and respect Extended Care procedures and policies, they may be asked to withdraw their student from the Extended Care program. Parents who pick up their students after 6:00pm three or more times during the school year may be asked to withdraw their student from the Extended Care program. It is essential that parents meet their students for pickup from Aftercare at the E Street entrance only. If a parent would like to speak with an aftercare teacher, they may email Mrs. Atherton to arrange a meeting. Thank you for your understanding.

Any questions regarding the Extended Care Program's procedures and policies may be directed to Mrs. Atherton, at [aatherton@stpeterschooldc.org](mailto:aatherton@stpeterschooldc.org).

We are very excited for another excellent year of Extended Care!