

Petra After School Care Handbook

2021–2022 School Year

Contact Information

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Dear Parents,

The following handbook is presented for the Petra Lutheran School After School Care Program. This handbook is an extension of the Petra Lutheran School Handbook and follows all the same rules and regulations stated there. Our goal is to provide safe, happy and worthwhile experiences for your child. We hope that you will work together with us to achieve this goal.

1. Basic Policy

We offer after school care for students who attend Petra Lutheran School. Our program services only the children enrolled at the school and operates only on days when school is in session.

2. Overview

The after-school care program provides care, supervision, and recreational activities. It serves working families who desire both Christian school education and supplementary care. A variety of activities, snacks, and homework study periods are all part of what you can expect from our program. The program provides individual attention, security, consistency, and fair treatment for all children.

The after school care program is served by members of our congregation and is assisted by the teaching staff at Petra when needed. Every staff person encourages an atmosphere in which respect and understanding for others is realized.

3. Rate for Care

\$4.00 per hour, billed in quarter hour increments starting at 3:30 p.m.

4. Hours of the Program

The program will be open from 3:30 p.m. to 5:30 p.m. on all school days. If school is canceled or closes early, the program will not be available.

Any student who has not been picked up from school on any school day by 3:30 p.m., according to the clock in the basement, will automatically be entered in the after school care program.

5. Late Pick-up Charges

All students are to be picked up no later than 5:30 p.m. according to the clock in the basement. There will be a charge of \$1.00 per minute for each minute after 5:30 p.m. Call the school as soon as you know your child may be picked up late.

Because circumstances can arise that are out of your control, have a backup plan in place. If you are running late, have someone who is on the authorized pick up list get your child on time so that we will not have to bill the late pick up charge.

6. Discipline

The after school care program has the same standard for behavior as the Christian Day School. The discipline procedures will be the same as those outlined in the Petra Lutheran School Handbook.

7. Snacks

Any child that is enrolled in our program will be offered a snack (at a cost of \$0.75) at the end of the school day, based on availability. If the child says he or she is not hungry at the time the snack is offered, that is his or her choice; however, children will not have another opportunity to eat before they are picked up.

8. Emergencies/Safety

Parents or guardians may not take children home from the school playground or other areas without notifying the after school care staff and signing the child out. This is imperative for your child's safety.

Parents or guardians should NOT send anyone whose name is not on the pick up list on the registration form. For your child's safety, the release will NOT be granted.

Parents or guardians may wish to telephone the after school care program asking that their child be directed to go to various places after school. Such requests cannot be granted. We must have all requests in writing from the parent.

For the safety of the children, the school door will be locked at 3:30 p.m. Please use the basement door when picking up children after 3:30 p.m.

9. Illness or Accident

In cases that appear to be of a minor nature, first aid will be administered on the premises. Medication will not be administered. If your child needs to take a daily medication or antibiotic of any kind, a written doctor's note is required. Without a note from the doctor, the medication will not be given. An emergency medication form may be completed and will be kept in the school office. In cases that appear serious, the staff members will make an effort to carry out instructions that are given on the medication form. If the family does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the after-school care staff will act according to their best judgment for the welfare of the child. They will call 911, and the decision to transport the child will be left to the emergency medical technician.

Parents are expected to make provisions for taking sick children home. The after school care program does not have the resources for taking care of sick children or providing transportation. If the school staff has decided that the child is too sick to stay in school, the child is also too sick to be in after school care.

10. Homework

The children are provided with a quiet place to complete their homework. They must have all necessary supplies on hand to do their work. The staff will maintain order, give encouragement, and act as a resource. The staff member will not tutor a child but will be available if the student requests help. The staff member will not correct assignments. Quiet time must be observed to allow others the environment needed to complete their work. Participation in homework/study time is mandatory.

11. Movies

Movies are a part of the after school care program. We show movies on poor weather days or special occasions. The movie will be selected by the after school care staff. No movies are to be brought from home.

12. Schedule

3:30 -- 3:45 Snack and homework

3:45 – 4:15 Play outside when weather permits or planned activities in winter

4:15 – 4:45 Freezie time and finish homework; if needed, group activities

4:45 – 5:30 Clean up and play outside or quiet time to read, draw, color