

Prince of Peace School's Outline of the After School Care Program

Prince of Peace's onsite After School Care program provides a safe, loving, Christian atmosphere. Working parents or those who just need to take advantage of the program on a drop-in basis will find it to be a good option for their children during after school hours. Should you be interested in having your child participate in this, the program information is listed below. Although we don't anticipate any changes to what is described below, it is possible that change(s) could be made throughout the year for the improvement of the program. You will always be made aware of any changes.

2014 – 2015 Rates/Billing

The fee is based on a flat rate and not an hourly basis. The daily fee for attendance is **\$8.00 for contracted After School Care and \$10.85 for drop in (not contracted)**. You are expected to go online to our school's software, *Fast Direct*, at the beginning of each month to check your amount owed. This amount is always due by the 15th of the following month. (*Fast Direct* website: <http://fastdir.com/princeofpeacels/>) (Call the POP Office if you forget or lose your screen name and/or password. 251-1477). Please realize you may be asked to refrain from sending your child to After Care at any time if your bill remains in arrears.

Attendance Policy

After School Care is open each school day until 5:30 pm. If you are running late, your child will be sent to After School Care at 3:00 p.m. You have until 3:15 p.m. to pick up your child before getting charged for After School Care. HOWEVER, this is on AN OCCASIONAL BASIS ONLY – not to be "used" regularly as our school day ends at 2:45 pm. First and foremost, your child's safety is our utmost concern. For this reason it is necessary for parents to contact the school should schedules change (as we know they do). The teachers will send the children that are signed up for After School Care immediately to the lunch room to get signed in. After School Care staff will look/call the office for any student that did not get signed in.

Rules/Expectations

The health and safety of your child is our top priority. In order to maintain a safe and enjoyable atmosphere at After School Care, the children are expected to follow the rules that have been established for this program and respect others. The After School Care Staff will document any inappropriate behaviors. If frequent discipline concerns arise, a meeting will be scheduled for parents, school staff and child.

Activities

This program is designed to include the use of the lunch room, the gym and the playground (weather permitting.) Gym shoes are required to play in the gym (same requirements as for PE). (Activity suggestions are always welcomed).

Snacks

A variety of snacks will be provided daily. Snacks will be eaten in the lunch room at a designated time. Payment is not reduced if children choose not to have a snack. Parents of children with food allergies are asked to talk to the POP Office immediately.

Closing

If school is called off due to weather, THERE WILL BE NO AFTER CARE. There will be After School care on scheduled early dismissal days. There is no after school care when school is not in session, or on the first and last days of school.

Pick Up

Students **must** be picked up by 5:30 p.m. After two late pick-ups, an additional \$3.00 will be charged per 15 minutes. Please call 251-1477 as soon as possible if you are going to be late.

Security/Safety

Any time a child needs to go to the bathroom, they will do so on a "buddy system" basis.

The pick up door will be located on the east side of the building which enters directly into the lunch room. There is a doorbell located at that door for entrance.