

**ST. PAUL LUTHERAN SCHOOL**  
**AFTER-SCHOOL CARE PROGRAM 2017-2018**  
After School Care Phone Number: 395-8548 ext. 152

**PROGRAM OBJECTIVE:** To provide quality care in a Christian environment for children who attend St. Paul Lutheran School.

**THE PROGRAM:** After School Care is provided in different classrooms on campus. Groupings of children are determined by age and the current enrollment. Group schedules vary but generally include: sign-in, indoor play, outdoor play, a snack (which children bring or they can purchase), homework for older children, story-time for younger children, computers, outdoor play, clean-up, and sign-out.

**SNACKS AND MEALS:** Parents are responsible for providing an after school snack for the student or your child may purchase a snack for 50 cents to \$1.00. On noon dismissal days and days when school is not in session, snacks will be provided and students are to bring a lunch.

**DISCIPLINE:** In order for our children to have a safe and enjoyable after school experience, our normal school policies regarding student discipline shall continue during non-school hours. Students are expected to conduct themselves in a responsible and caring manner. The Director of the program may refuse care to any student who consistently fails to follow guidelines established for the program.

**ARRIVAL:** On days when school is in session, students are to report to their assigned ASC room at noon or 2:30 p.m. directly following their dismissal from class. Students who are delayed by a teacher will bring a note from the teacher. On days when school is not in session, students are to be signed in by a parent or guardian upon arrival in the After School Care Room. No child may attend ASC session if they were absent from school.

**TIME OF SERVICE:** From August 16<sup>th</sup> to May 30<sup>th</sup>, After School Care Operates:  
on school days from 2:30 p.m. through 5:30 p.m.  
on noon dismissal days from noon through 5:30 p.m.  
on days when school is not in session from 7:30 a.m. through 5:30 p.m.

**CALENDAR:**

Noon dismissal days (noon–5:30 p.m.): Oct. 20, Nov. 9, Dec. 20, Jan.19, Mar. 9, Mar. 29, Apr. 19

“No school” days with care provided (7:30 am – 5:30 pm):

Sep. 28-29	Feb. 23 (PK3-K only)	Apr. 2
Nov. 10	Mar. 19-23	Apr. 20
Nov. 22		
Dec. 21, 22, 27, 28, 29,	Jan. 2, 3, 4 & 5	
Jan. 15		

Closed:

Sept. 4, Nov. 23, 24, Dec. 25, 26, Jan. 1, Feb. 19, Mar. 30, May 28

Last Day of Care for 2017-2018:

May 30

**ENROLLMENT:** Parents are required to enroll their children in the After School Care Program before the child will be allowed to participate. Enrollment for students is achieved by:

1. Registering in the school office.
2. Completing the Emergency Care Card.

**STUDENTS ENROLLED FULL TIME:** pay an annual fee of \$1,806.00 (\$180.60 per month for 10 months). This full time fee covers usage for all school days as well as days when school is not in session. These “non-teaching” days are included only when the child is signed up for the **FULL TIME** rate. Full Time enrollees must be pre-registered for use on half-days and days when school is closed.

**PART TIME STUDENTS:** are all those children who do not pay the Full Time rate and may include any child in the school who is brought to After School Care following school dismissal as well as those who register for individual days when school is not in session or noon dismissal days.

The daily rate for **PART TIME** students registered for days when school is not in session and noon dismissal days is \$6.75 per hour, or any portion of the hour. We ask that all students be pre-registered for this care so that we can provide appropriate staff as well as have an accurate count for lunch orders as needed.

The **PART TIME** rate for students not enrolled full time, who attend After School Care during the 2:30 pm - 5:30 pm time frame is \$11.35 per day. The \$6.75 per hour rate does not apply to the 2:30 pm - 5:30 pm day. Our facility and our staff size do not allow us the flexibility of offering an hourly service after school. Each student in the school will be given two “Graces” per year at \$6.75 for picking up after 3:05 pm and before 3:40 pm (one hour after school dismissal) when regular pick-up is delayed for unforeseen circumstances.

**LATE PICK-UP:** There is a **\$10.50 charge for any portion of the first 15 minute period after 5:30 pm** that a child is not picked up. For example, a child picked up at 5:40 pm will be charged \$10.50. After 5:45 pm, there will be an additional charge of \$1 per minute. Please call if you know you will be late. Calling does not exempt the parent from incurring charges. A child may be removed from the ASC program for habitual late pickup.

**BILLING:** Attendance will be taken daily. Parents will be billed for the daily rate unless they have specifically registered IN ADVANCE for the full time program. Full time students are billed for the month regardless of the number of actual days in attendance. If a family wishes to change the enrollment status from full time to part time or part time to full time, the office must be notified prior to the first day of the month affecting the change. Only one change in enrollment status per student per school year will be permitted.

While many of these procedures may seem very specific, it is our continuous goal to serve all the families of St. Paul equally. Your advance planning gives us the ability to provide adequate space for children and the appropriate number of staff to best attend to the needs of the children in our care. If you have further questions, please contact Donna Evensen @ ext. 152 or the school office.