

SAINTS PETER AND PAUL SCHOOL

900 HIGH STREET, EASTON, MARYLAND 21601

410-822-2251



AFTERCARE PROGRAM

Pre-K 3 to Grade 6

SCHOOL YEAR 2024-2025

INFORMATION AND REGISTRATION INSTRUCTIONS

PLEASE READ THIS INFORMATION CAREFULLY TO AVOID ANY PROBLEMS AND/OR MISUNDERSTANDINGS

****PLEASE RETAIN THIS PACKAGE FOR YOUR RECORDS****

1. COMPLETE ONLINE REGISTRATION /EMERGENCY FORM.

<https://www.cognitoforms.com/SSPPAftercare/AftercareRegistration>

2. SUBMIT HEALTH INVENTORY AND OTHER REQUIRED DOCUMENTS TO SCHOOL WITH FEE: \$10.00 PER STUDENT.

3. REVIEW THE GUIDE TO REGULATED CHILD CARE AT LINK BELOW.

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/guide_to_regulated_child_care.pdf

4. ON THE FIRST DAY OF ATTENDANCE OF AFTERCARE, A SIGNATURE WILL BE REQUIRED ACKNOWLEDGING HANDBOOK/GUIDE TO REGULATED CHILD CARE WAS REVIEWED.

AFTERCARE CONTACT INFORMATION

DIRECTOR: Sarah Durham

EMAIL: sdurham@ssppeaston.org

SAINTS PETER AND PAUL SCHOOL AFTERCARE INFORMATION

AFTERCARE:

Aftercare is a Saints Peter and Paul School program. Please see the student handbook for school rules. This program is offered to students of Saint Peter and Paul School in grades Pre-K through 6th, for the convenience of working parents.

Questions about the program should be directed to the Director of Aftercare, Sarah Durham. Questions relating to policy should be directed to Sherrie Connolly, Principal.

REGISTRATION FORMS:

Completed registration forms, Health Inventory, and the Student Behavior Policy and Agreement, are required on or before the first day of attendance in aftercare. A registration fee of \$10.00 per child is due with the completed forms. The school reserves the right to terminate service for any child who does not abide by the rules and may cause harm to themselves or other children in the program. Safety is the first concern of the Aftercare staff.

AFTERCARE STAFF:

Aftercare Program Employees have met the following requirements of the State Child Care

Administration:
Fingerprinted and Criminal Background Check
Medical requirements
Emergency First Aid Training
Child and Adult CPR Training

Monthly pricing is not prorated, nor will refunds be issued for student absences, vacations, emergencies, or holiday breaks scheduled on the school calendar. Due to the impact it would have on child to staff ratios, "make up" days are not offered for missed days.

Aftercare is available only on days when school is in session. The hours are:

3:00 p.m. until 5:30 p.m. on Full Days of school
12:30 p.m. until 3:00 p.m. on Half days of school

If school closes early for any reason or all after school activities are canceled then Aftercare is canceled.

PARENT SIGN OUT:

It is imperative that parents sign the book in Aftercare when they pick up their children. For your child's safety we must document who removed the child from Aftercare. The Maryland State Child Care Administration is very strict about this rule. Please comply with this requirement.

TECHNOLOGY POLICY

Chromebooks may be used for homework purposes only. Technology such as chromebooks, and tablets may be brought in on Friday's for free play. They are to be brought in at your own risk. Saints Peter and Paul are not responsible for loss, stolen, or damaged items. On Friday's technology may only be used to play school approved games.

AUTHORIZATION TO PICK UP A CHILD FROM AFTERCARE

A student will not be released to anyone who is not authorized in writing. Anyone authorized to pick up your child must be listed on the registration form. We will also accept a note from a parent or guardian but again, any authorization must be in writing.

RATES AND BILLING INFORMATION

Full time rates apply to students using the service on a consistent basis. **DROP-INS ARE NOT AVAILABLE IN AFTERCARE.** However, a student may be registered for a day as needed with a **MINIMUM OF 24 HOURS NOTICE.** Keep in mind, a space is not guaranteed to be available. Students must have the Registration Form (Emergency Form) and Health Inventory on file.

MONTHLY FULL TIME

Per Week	1 CHILD	2 CHILDREN	3 OR More Children
1/2 DAYS	\$120	\$175	\$230
3 DAYS	\$150	\$210	\$270
4 DAYS	\$190	\$255	\$315
5 DAYS	\$220	\$290	\$350

Aftercare bills are prepared each month for the upcoming month of service and are emailed.

Payments are due the first of each month prior to service. Generally, 15 days are allowed for payments to be received before a late charge is added. If you have any questions about your bill, please contact the Aftercare Director as soon as possible.

Bills cannot be changed or adjusted without the authorization of Sherrie Connolly, Principal.

Please pay attention to the school calendar for dates when report cards will be issued. The school will hold report cards and your child(ren) will not be allowed to attend Aftercare until all outstanding balances are paid in full.

AFTERCARE SNACKS

Students should pack a healthy snack to eat during Aftercare hours. Please make sure all snacks are nut-free.

AFTERCARE LUNCH

Parents are responsible for providing lunch on half days of school. Please provide appropriate utensils. Glass containers are not permitted.

LATE FEES:

A \$25.00 Late Fee will be added to your bill if not paid by the due date.

A \$25.00 Late Fee will be added for every 5 minutes (or portion thereof) you are late picking up your child.
This fee begins at 5:30 P.M.

PAYMENTS:

Aftercare is a school program, as such; ALL Payments are to be addressed and made payable to:
Saints Peter and Paul (SSPP) or can be paid online at the following link

<https://www.wesharegiving.org/App/Form/bb74277b-cc3e-4d66-b93d-9f72eb486387>

SCHEDULE AND ACTIVITIES

On Full Days:

3:00 - 3:15 ATTENDANCE, PRAYER, AND BATHROOM.

3:15 - 3:30 SNACK

3:30 - 4:00 HOMEWORK/READING

4:00 - 4:30 FREE PLAY (OUTSIDE WEATHER PERMITTING)

4:30 - 5:30 ACTIVITY OF THE DAY

*A Licensed Teacher will be available for homework support daily.

Activities

Monday: Stream

Tuesday: Board-game

Wednesday: Arts & Crafts

Thursday: Recreation

Friday: Chromebook/Tablet Play

On Half Days:

12:30 - 1:00 ATTENDANCE AND LUNCH.

1:00 - 1:30 FREE PLAY (OUTSIDE WEATHER
PERMITTING)

1:30 - 3:00 ACTIVITY OF THE DAY

There will be times when the cafeteria must be used for other school functions. If the cafeteria is occupied by another function, your children will be moved to a classroom.

CHANGE OF CLOTHING (OPTIONAL):

You may choose to send a change of clothes for your child to wear during Aftercare provided your child is able to change clothing without assistance. This may save wear and tear on school uniforms. The children will have time to change clothing after check in, and must remember to tell a staff member they need to change.

WITHDRAWAL FROM AFTERCARE:

If you choose to withdraw your children from Aftercare, you must notify the Aftercare Director in Writing or you will be billed accordingly.