



ST. PETER ROMAN CATHOLIC SCHOOL BEFORE & AFTER SCHOOL PROGRAM

Dear Parents and Guardians:

Attached to this letter is a registration form for your child(ren) to attend the Before and/or After School Program. If you are planning to use this program on a regular basis or just once in a while, please complete and sign the form attached and return it to the school office. Please be aware of the following:

- The Before & After School Program operates only on regularly scheduled school days. The program does not operate on legal or Diocesan holidays, on school half-days, or on days when school is closed due to snow or other unforeseen situations.
- The Morning Program runs from 7:00 a.m. to 8:30 a.m. There will be some play activities and/or general study time. Breakfast is not provided by the school. Please make sure your child has eaten or brings a breakfast snack to school.
- The After School Program runs from 3:15 p.m. to 6:00 p.m. There will be fun activities, movies, and homework assistance. After school snacks will be provided. Please note any allergies on your attached registration form.
- The cost of the Before & After School Program is **\$8.00 per child per a.m session and \$8.00 per p.m. session.**
- **PLEASE BE PROMPT** in picking up your child(ren) by 6:00 p.m. There will be a charge of an additional \$1.00 per minute after 6:00 p.m., based on the school's clock.
- The fee for the Morning and After School Program will be billed and must be paid monthly. Please make checks payable to *St. Peter R. C. School*. **Please do not include with payment with any other payment made** – tuition, field trips, H.S.A. fundraisers, etc. Label your payment – Before/After School Payment – please.
- You must send in a note with your child(ren) each day (unless they stay on a regular basis) if you are going to use the After School Program. This is very important! We do not want your child(ren) taking the bus home if he/she is supposed to be in the After School Program. Please do not hesitate to call if a change in schedule requires your Morning or After School care needs to change. Let us know as soon as possible of any changes so that we can better assist you and your child(ren). Please do your best to avoid calling close to dismissal time as it is easier to notify student, teacher, bus helpers earlier in the day.
- Please fill out the registration form and return it to the office as soon as possible. Please make sure to list any/all emergency numbers emails, medical conditions, special needs, etc. on your form so that our staff can be aware of your child(ren)'s needs and how to contact you if we need you for any reason.

If you have any questions, please call the school office at 754-4470.

Sincerely,

Mrs. Maureen Ingham, Principal
Miss Denise Carlson, Before/After School Care Director