



ST. PETER MACOMB

Extended Care Program

Deb Lowry - Extended Care Coordinator

(586) 781-9296 ext. 131

dlowry@splcs.net

(586) 205-1590

(Extended Care direct line)

“The child is the Center of Care!”

Non-Discrimination Policy: St. Peter Lutheran School believes that discrimination is contrary to the philosophy, nature, and mission of the school. Therefore, St. Peter does not and will not discriminate on the basis of race, color, national or ethnic origin in its admission policies or educational and other school administered programs.

LOCATION & HOURS

Extended Care is available for children enrolled in Kindergarten - 8th Grade at St. Peter Lutheran School.

Extended Care is located in Kaiser Hall Narthex and Lounge.

Extended Care children may be dropped off and picked up at Door #12.

EXTENDED CARE HOURS

7:00 - 7:45 a.m. and 3:00 - 5:30 p.m.

Extended Care will follow the same calendar schedule as the K-8 School regarding vacation time and days off. *Only morning (before school) care is available on half days of school.*

ROLE OF EXTENDED CARE

The role of extended care is to give families of St. Peter a before and after care school program that is an extension of the beliefs and values of St. Peter Lutheran Church and School.

REGISTRATION

Families may register for the before and after care program through the FACTS school management system, or in person at the St. Peter annual back-to-school night.

STAFF

All employees have undergone and passed the Child Care Background Check, required by the State of Michigan. In addition, employees have had CPR training and must obtain at least 16 hours of continuing education each year. St. Peter Lutheran Extended Care will fully comply with the State of Michigan ratio of 1 adult to 18 children.

SAFETY

A child will **ONLY** be released, by signature, to parents or those persons authorized on the CHILD INFORMATION RECORD. Please be advised that whenever there is a change to the Child Information Record, it is your responsibility to let the staff know.

ILLNESS

Children who are too ill to attend school are too ill to attend Extended Care. If your child becomes ill while in attendance, you will be called and expected to pick him/her up as soon as possible.

COVID Protocols 2021-2022

You will find the most current COVID protocols under announcements in the FACTS school management system.

Accident Policy

Our staff will do everything possible to provide a safe atmosphere for your child while he/she is attending St. Peter Lutheran. However, should an accident occur, our staff will take the following steps:

1. An adult will remain with the child at all times.
2. Basic first aid will be administered
3. The parent will be notified immediately by phone.
4. If necessary, an emergency rescue service or ambulance will be called.

***Note:** St. Peter does not carry accident or athletic insurance on the students. Under the Affordable Care Act all individuals are required to have healthcare insurance coverage. If an injury accident occurs on St. Peter's campus it will ONLY be covered by your own medical insurance plan. No out-of-pocket costs will be reimbursed.

DISCIPLINE

AT ST. PETER LUTHERAN CHURCH AND SCHOOL, WE USE CHRIST-CENTERED MEANS OF DISCIPLINE

If disciplinary action is required, children will be:

- A. Given a warning
- B. Encouraged to engage in a new activity/quiet time

IF NEGATIVE BEHAVIOR CONTINUES:

Formal written notifications will be given and parents must sign and return before children will be permitted back into the program.

Suspension from the program may result if the child:

1. Has more than three written notifications in one month
2. Shows a repeated pattern of disciplinary concerns
3. Deliberately destroys materials, supplies, or equipment
4. Displays behavior that endangers the health and safety of others
5. Bullies other children.

Please read and discuss the Extended Care Behavior Expectations with your child.
Please make yourself a copy for your home reference.

SCHEDULE

Our Extended Care Program strives to create a safe, non-threatening environment that is structured and unstructured, informative and creative, active and quiet, indoor and outdoor.

7:00-7:45 a.m. Free Play, Board Games etc.

3:00-5:30 p.m. Large motor, homework, arts and crafts

ELECTRONICS

St. Peter is not responsible for loss, damage, theft, etc. of any devices brought to Extended Care.

FEES

All Extended Care fees will be billed through FACTS tuition management system.

Families will be charged \$5.00 per hour, or any part of an hour for EACH child.

Parents will be charged a \$10.00 late fee PER CHILD
for every 10 minutes after 5:30 p.m.

Snacks

Parents must provide PEANUT/TREE NUT FREE snacks for their children daily. All snacks must be in original package with listed ingredients, with the exception of fresh fruit and vegetables, and will be approved by Extended Care staff before children may eat.



Please sign the notification below and return
this page to **Mrs. Deb Lowry, Director**

I have read and agree to all rules and fees as they are
explained in the Extended Care Handbook.

(Print Name)

(Signature)

(Date)