“Let the children come to Me…..”

Matthew 19:14
MISSION

St. Peter’s Lutheran School’s Extended Care program, sponsored by St. Peter’s Lutheran Church and licensed by the State of Michigan, is a ministry of love to children and their families. It exists to provide a program, in a Christian atmosphere, that promotes the social, emotional, spiritual, intellectual, and physical growth and development of children.

OUR STAFF

The staff at St. Peter’s Extended Care Program provides a tangible difference. Each of our teachers has chosen to teach out of a personal commitment to Jesus Christ and a love for children.

SPONSORSHIP

St. Peter’s Extended Care Program is a program of St. Peter’s Lutheran Church, under the supervision of the St. Peter’s Board of Education. Responsibility of the day-to-day operation of this program is that of the Program Director.

PHILOSOPHY

At St. Peter’s Extended Care Program we believe that children are precious individuals who should always be treated as such.

OUR PROGRAM

The staff at St. Peter’s Extended Care Program strives to provide a warm, loving and secure environment for children. It provides experiences appropriate to the child's age. Sessions offer a wide variety of fun activities, homework help, teacher-guided sessions, and physical activity.

The program shall also provide the following opportunities to students: to plan and carry out individual activities; to experience a diversity of activities; to participate in relaxation and recreational activities.
ENROLLMENT POLICY

Current students of St. Peter’s Lutheran Church & School may participate in the Extended Care Program. Priority will be given to students of St. Peter’s School. The program admits children of any race, color, national and ethnic origin to all rights, privileges, programs and activities. We do not discriminate on the basis of race, color, or national or ethnic origin.

Parents must be willing to cooperate with the school in all matters relating to the program.

All children must meet State of Michigan Health Requirements and have the appropriate health forms on file with the school. These include immunization record or waiver, State of Michigan Child Information Card, ‘good health’ statement form signed by parents, a parent notification of licensing form and other required paperwork. All participants must be preregistered with all required paperwork completed. Unregistered students will wait in the office and parents will be contacted. There will be a be a maximum of 24 students.

PROGRAM SCHEDULES

The Extended Care Program begins with the start of the school year and ends on the last day of the school year. The program follows the school calendar for Christmas and Spring break, and planned ‘no school days.’ The program is not operational when school is cancelled. Half day sessions will depend on parent participation.

Monday—Friday 3:05—5:30 pm

All children MUST BE picked up by 5:30 p.m. Late fees will be applied as outlined under Financial Policies.

ARRIVAL/PICKUP

Children arrive to the program after the ending of the school day, after the school bell rings. Attendance will be taken daily.
Your promptness is appreciated. Children will remain with the staff until picked up and signed out by the parent or authorized person.

No child will be released to a person not authorized by the parent. We should be notified by the parent of any changes. If you know you are going to be detained past 5:30 p.m., notify the school office immediately @ 796-8782 and leave a message so that we can reassure your child. Late charges may be applied.

**REQUIRED PAPERWORK FOR ENROLLMENT**

**INCLUDES:**

1. Immunization records/waiver  
2. ‘Good Health’ Statement signed by parent/guardian  
4. Parent Notification of Licensing form

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**ILLNESSES**

Parents should notify the program director to report cases of contagious diseases such as chicken pox, pink eye, head lice, scarlet fever, strep throat, etc.

Should a child appear ill during the program, the child will be isolated and a parent contacted to come for the child immediately.

The staff will not dispense medication at any time to any student. Please contact the director if this presents a problem to you. If necessary, a State of Michigan medication disbursement form must be completed for the child’s records.

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**MEDICAL EMERGENCY**

In case of a minor injury, the student will receive first aid. Parents will be notified. In case of a medical emergency, steps will be taken to see that the child gets immediate care from the proper source. The parent will be notified immediately. If medical at-
tention is required, the staff will call emergency personnel who will transport the child to the hospital. Every effort will be made to contact the child’s own physician.

**FINANCIAL POLICIES**

This program is designed to be paid in advance of attendance. One week’s payment is due at registration, and each following week shall also be prepaid. Monthly statements will be distributed and must be kept current.

If an account is past due upon monthly review, the child/children will not be allowed to continue. Account payments are to be paid one week ahead.

LATE FEES: After 5 minutes, a late fee of $5.00 per minute will be assessed. Un-for-seen circumstances may be considered when assessing late fees.

Make checks payable to St. Peter’s School. Payment should be mailed in or sent to the school office at the beginning of each week.

If a check is returned for any reason from a bank, the writer of the check will be responsible for any fees charged to the school.

**WITHDRAWAL**

Upon withdrawal, all financial obligations to the program must be completed.

**SCHOOL CLOSINGS**

St. Peter’s closings coincide with those of Big Rapids Public Schools. Parents should listen to local radio stations to learn when school is cancelled for snow or other inclement weather. St. Peter’s Extended Care Program will not be open during school closings.
FIRE AND TORNADO PROCEDURES

In compliance with Michigan Department of Social Services, our Emergency Procedure Policy is posted in the classrooms.

**FIRE DRILLS**  The teacher will discuss Fire Drill Procedures with the children. It is important that the children understand what fire drills are and what to do without fear or panic in the event of a fire. Fire drills are practiced quarterly. Evacuation diagrams are posted in each room.

**TORNADO PROCEDURES**  If a tornado warning has been issued prior to the start of class, Extended Care will be cancelled. If Extended Care is in session when a tornado watch or warning is first issued, Extended Care will remain in session. Children will be supervised by the teacher in the technology room. Parents may pick up their children early during any severe weather.

**PEST MANAGEMENT PLAN**

Pesticide application may occur during the year if there are pest issues at the school. You will receive advanced notice of these applications, (one letter home and one posted on the doorway bulletin board). This advanced notice shall contain information about the target pest or purpose for the pesticide application; information about the pesticide to be used; approximate location of application; date of application; who to contact for information; and the National Pesticide Center contact information. In certain emergencies, pesticide may be applied with prior notice, but you will be provided with a notice of the application.

**DISCIPLINE**

The staff strives to provide a warm, loving Christian environment in which the child feels secure and accepted while learning to accept and respect the rights of others. Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child’s good feeling about their behavior and serves as an example to the other children to act in such a way as to receive this praise. Discipline will always be followed by forgiveness and acceptance of the child.
When trouble occurs we will try to redirect a child’s activity offering an acceptable solution to the problem. If discipline problems persist and become disruptive or harmful to others, the parents will be advised and a plan to remediate the behavior will be developed.

**SNACKS**

Snacks are not provided. However, on Friday Cooking Days, a menu will be posted. Please inform the staff if your child has food allergies. Parents should send a snack with their child noting any posted food allergies.

**CHILD PROTECTION LAW**

It is important for all families to be aware that schools, preschools, centers and day care homes are required by the State of Michigan under the Child Protection Law Act. No 238 to report any evidence or suspicion of child abuse pertaining to any child enrolled in the program. At St. Peter’s the health and welfare of your child comes first and it is for this reason that any suspected incidents of child abuse and/or neglect are reported to the appropriate agencies.

**PARENT PARTICIPATION**

You are a very important part of our program. We need your help, participation, input and cooperation to have a successful program. Parents are especially encouraged to share information about their jobs, hobbies, and special interests. Parents are always welcome to observe or call the teacher at any time. We want the very best for your child so no concern or question is too small.