

Welcome to the St. Paul's After-School Program! This handbook contains important information for parents and children who will participate in the after-school program. Please keep this handbook for future reference. Policies are subject to change. If you have any questions about any of the information in this handbook, please contact the after-school care program coordinator at 354-2329.

### **Purpose**

Our After-School program has been established by St. Paul's Lutheran Church as part of the total ministry offered to families with young children. Our mission is to assist families through a Christ-centered After-School Care program.

### **Objectives**

1. Serve families in need of care for their children after school.
2. Develop skills useful for time.
3. Grow in wisdom for eternity.

### **Eligibility**

Children in Pre-Kindergarten (age 4) through sixth grade for the current school year are eligible to attend the after-school care program. Children are welcome to attend the after-school program as often as they need or want to. Before your child attends the after-school care program, the After-School Care Registration Form must to be completed and returned to the school office.

### **Daily Schedule**

The after-school program begins when school is dismissed for the day, at approximately 3:00 p.m. at St. Paul's Lutheran School. The after-school program ends at 6:00 p.m. School office clock is the official time.

The daily schedule and order of events is subject to change and may vary from day to day. In general, the following schedule will be followed: Attendance will be taken. A snack will be served and eaten. Physical Activity generally follows snack time. Homework completion time, Good News Club, and enrichment generally happen after physical activities.

While you are certainly welcome to sign your child out before the program ends at 6:00 p.m., doing so may mean that your child does not get to take part in all the components of the after-school program.

### **Attendance**

Attendance will be taken at the beginning of each after-school session. It is your child's responsibility to get themselves to the after-school program. The after-school program is accountable for your child after they have signed in and until they are signed out.

### **Picking Up Your Child**

When the after-school program ends, at 6:00 p.m., your child needs to be picked up.

Whoever is picking up the child should sign the child out each day. These sign-out sheets will be kept as a part of our attendance records. Your child's safety is our main concern. If you need to make changes to the list of people authorized to pick your child up, please contact the after-school program coordinator.

If your child will walk home from the after-school program, we need written notification that they have your permission to do so. If a child walks home after the after-school program ends, we will have them sign themselves out, noting the time they left.

St. Paul's Lutheran Church and School is not responsible for your child and may not be held legally responsible after your child has left the after-school program.

Regardless of whether your child is picked up or signs out on their own, they need to be signed out. This is how the after-school program knows that your child is where they are supposed to be. Please talk with your child about the need to sign out each day.

### **Late Pick-up Fees**

Please call St. Paul's After-School Care Program if you will be late in picking up your child/children from the program. A late fee will be charged to those parents whose children are not picked up by 6:00 p.m. Late pick-up 6:01- 6:15 p.m. is \$10.00 per child. For each additional 15 minutes, there is a \$10.00 fee per child.

### **Billing**

There is a registration fee of \$25 payable when the registration form is submitted. The registration fee is not refundable. St. Paul's After-School Care costs \$2.25/hour per child. There is a minimum of one-hour. Additional time is based on the hourly rate.

The After-School Care Program operates on a "pay-ahead" billing system. It is each family's responsibility to keep a positive balance in their after school account. Payments are accepted in \$25.00 increments. Account statements are sent out on the 15<sup>th</sup> and the 30<sup>th</sup> of each month. Families will receive a notification if their account should go below \$10.00 before the next billing statement. If an account balance should go into the negative, families will have 5 school days to make a payment. After 5 school days, a \$10.00 "non-sufficient funds" fee will be charged. This will continue for each 5 school days that the account is in the negative. The Board of Christian Discipleship reserves the right to refuse after school care to families who continue to carry an unpaid balance. Families that carry a positive balance at the end of the school year have the option to request a refund or to carry the balance over to the next school year.

### **Discipline**

Staff will discipline using Biblical principles in discipline. If a child should fail to respond in a positive way to the discipline of staff, then the parents will be consulted. This may involve more than one consultation. If difficulties continue, the student may be placed on the following plan:

Removal from the group for the remainder of the day and the next day.

Two day suspension from the after school care program

Expulsion from the program for the remainder of the year.

Discipline Reports are made and placed with student information for each occurrence.

### **Illness**

If your child is absent from school due to illness, they may not come to the after-school program that day. In general, a child must have attended school during the school day to attend the after-school program.

If a child becomes ill or is injured during the after-school program, their parents will be contacted. If a parent cannot be reached, emergency numbers given by the parents will be used.

The after-school program requires that each child have emergency contact information on file before they attend the after-school care program. In addition to listing contact information for parents or guardians, this form asks for information on other people who may be contacted in an emergency situation when the parents or guardians are not available. A medical release form is included on our permission form.

### **Medication**

As a general rule, the after-school program staff will not give medication. Medication guidelines follow the same guidelines as school. Please refer to the St. Paul's Parent Information Handbook. Staff is not permitted to dispense prescription or over the counter drugs such as Tylenol, cough drops, and Roloids without the written consent of a parent and the child's physician. Medication permission forms are available from the school office.

### **Special Needs**

We will make reasonable accommodations for the inclusion of any child who is able to benefit from the after-school program so long as their presence and the accommodations made for them do not significantly hinder or lessen the benefits other children experience in and receive from the after-school program.

### **Child Abuse Reporting**

All staff members of the after-school program are mandatory reporters of child abuse. We are required by law to report suspected abuse.

### **Weather**

When there is no school due to scheduled vacation, there is no after-school care program. When school is cancelled or dismissed early due to bad weather, there will be no after-school care. When school related activities are cancelled due to bad weather, there will be no after-school care. On days when the after-school program does not meet, after-school program staff will not be available to care for your children. Please make sure the after-school program as well as your child and their classroom teacher knows what your child is to do and where they are to go in the event of the after-school program being cancelled due to weather. Weather-related announcements about the after-school program as well as about school will be broadcast on KNUJ 860 AM.

### **Snacks**

Part of the after-school program is caring for the nutritional needs of children in the after-school hours. Each day, we will have a snack to eat and milk/juice to drink. Parents will be asked monthly to supply a snack item off a snack list provided by the Program Coordinator.

If your child is lactose intolerant, we will need written information from the child's doctor stating that they should not drink milk. Another beverage will be provided for children who are allergic to milk. The health concerns memo produced by the school nurse will be given to the After-School Care program coordinator.

### **Physical Activity**

The after-school program is sensitive to the fact that children are in need of physical activity after school. Therefore, each day will have time set aside for recreation. St. Paul's will use the playgrounds. Please dress for the weather. During this time we may also play games in larger groups. The focus of the physical activities will be on having fun and being active.

Students will follow the same rules on the playground and in the gym after school that they follow during the school day. While every effort is made to ensure students follow the rules and stay safe, accidents do happen. If an accident involving your child does occur, you will be contacted.

### **Homework Time**

Children will have time to work on their homework during the after-school program. Children should bring homework with them to the after-school program each day they attend the program. It is a student's responsibility to bring their homework with them to the after-school program. Students who do not have homework will have the opportunity to read/be read to during homework time. Your child may not always finish all their homework during the after-school

program but they can work on it during the time provided. The after-school program staff will be available if students need help with their homework but parents will maintain full responsibility for ensuring accuracy and completeness of all assignments.

### **Good News Club**

Children participating in the program will hear a lesson from God's Word everyday, be invited to join in prayer, and will be encouraged to consider how these lessons from God's Word apply to their lives.

### **Educational Enrichment**

One of the purposes of the after-school program is to enhance the learning that goes on during the school day. While no extra homework is given, students should plan on extended learning opportunities. We may make use of the computer lab or library.

### **Newsletter**

Communication between the after-school program and the parents or guardians of children in the program is essential for the success of the program. To this end, we will publish monthly newsletters containing information about the after-school program, the staff and upcoming activities. Please read the newsletter carefully.