



Calvary Lutheran School After-School Care Handbook

V. 2107

Purpose: Calvary Lutheran School operates an After-School Care program to assist families in the spiritual nurture of their children through teaching and modeling centered on God’s Word so that children might grow in their life of faith, witness, and service to the glory of God in this life and to eternity.

Philosophy: In Christian love, Calvary Lutheran Church and School offers Christ-centered after-school care for students attending Calvary Lutheran School. After-School Care is provided particularly in response to needs created by:

- Single-Parent Homes
- Extended Traveling Distances
- Inflexible Work Schedules

It is our belief that the best situation for after-school care is that of the child in his or her own home under the supervision of Christian parents. However, when such a situation is not possible, it is our desire to assist and support parents as members of the family of Christ.

- I Timothy 5:8 “If anyone does not provide for his relatives, and especially for his immediate family, he has denied the faith and is worse than an unbeliever”
- James 1:27b “. . . look after orphans and widows in their distress and to keep oneself from being polluted by the world.”
- Psalm 14:21 “He who despises his neighbor sins, but blessed is he who is kind to the needy.”
- Galatians 6:2 “Carry each other’s burdens, and in this way you will fulfill the law of Christ.”

Administration: Calvary Lutheran Church and School’s After-School Care Program is administered by the School Board, Principal, and After-School Care providers. Parents are encouraged to share their ideas or concerns in Christian love in accordance with the following pattern:

1. Speak first with the After-School Care provider in Christian love. If you do not feel your ideas or concerns were addressed to your satisfaction by the After-School Care provider; then,
2. Speak to the Principal. If you do not feel that your ideas or concerns were addressed to your satisfaction by the Principal; then,
3. Speak to the School Board chairman. If you do not feel that your ideas or concerns were addressed to your satisfaction by the School Board chairman; then,
4. You may request agenda time to express your idea or concern to the School Board.

All parents are expected to submit themselves in love to policies and decisions made by the School Board and implemented by the Principal and After-School Care providers.

Eligible Students: After-School Care is available to students accepted for enrollment at Calvary Lutheran School from pre-kindergarten through grade eight whose After-School Care accounts are fully paid to date.

Days in Session: After-School Care will be provided on all full days Calvary Lutheran School is in session as per the school calendar unless otherwise noted.

Times in Session: After-School Care is provided from 3:30 p.m. until 5:30 p.m.

Registration Fee: The Registration Fee for After School Year is \$30 per family. This fee is applied toward snacks, consumables, purchase of games, and other miscellaneous supplies throughout the year.

After-School Care Fees: Time will be charged according to the After-School Care clock as recorded in the After-School Care Log according the rate schedules below:

- \$6.00 an hour per child

Late Rate (For Pickup After 5:30 PM)

- \$1.00 per minute

Fee Payments: Families will be billed for After-School Care use every two weeks. If payment becomes more than 30 days late, parents will be informed that they can no longer use After-School Care until they make their account current, or a payment plan is approved by the School Board. Payments are to be made through FACTS or may be made at the School Office. All payments are to be made to the order of Calvary Lutheran School.

The following policy will be used if a check is written on insufficient funds:

1. The first overdrawn check will result in parents remitting the amount of the overdrawn check in cash or money order in addition to paying the bank charges for the overdrawn check.
2. The second overdrawn check will result in parents remitting the amount of the overdrawn check in cash or money order in addition to paying the bank charges for the overdrawn check. In addition, all future payments must be made in cash or with a money order.

Emergency Drop-In: Because schedule changes and emergencies do arise, families will be allowed two emergency drop-ins prior to being billed for the After-School Care registration fee of \$30.00. If possible, emergency drop-ins are to be approved prior to the start of that day's After-School Care by calling the school office. Payment for emergency drop-in service is due upon pick-up or by the end of the next school day.

Financial Assistance: Every effort has been made to make After-School Care affordable for our families in keeping with our desire to serve our brothers and sisters in Christ who are unable to personally provide care for their children following the school day. Financial assistance is available for families in need of After-School Care who are financially unable to meet our fee schedule. Families in financial need are asked to do the following:

- Request an After-School Care Financial Assistance Form from the Principal.
- Complete the After-School Care Financial Assistance Form and return it to the Principal.

The School Board will review the financial assistance request and respond to the family. If financial need is demonstrated, the School Board is authorized to grant reduced fee schedules in keeping with the amount of financial need demonstrated and the availability of financial assistance funds.

Pick-Up Policy:

1. Only the enrolling parent(s), guardian(s) or individuals specified by parents on a child's Safe to Release Form are allowed to pick-up children from After-School Care. Individuals arriving to pick up children will need to ring the bell at the school entrance for admittance or see the After-School Care provider if children are outside at recess. Individuals arriving to pick up children are to present themselves to the After-School Care provider and sign their child(ren) out in the After-School Care Log. Parents or other individuals signing-out children are to promptly leave the building so that the After-School Care provider can remain focused on his or her duties. Although our providers may enjoy engaging in conversation with parents at the time of pick-up,

please refrain from engaging them in lengthy conversation as the provider is to stay focused on monitoring and caring for the children under his or her care. Our After-School Care providers are not allowed to provide transportation to students during or at the end of After-School Care hours; transportation is a parental responsibility.

2. If a parent desires to have a child sign him or herself out from After-School Care so that the child may walk home, etc., the parent must complete a Student Self-Release Form that will be kept on file. Parents are responsible for keeping providers informed of student self-release times on a daily basis through a written note or phone contact.
3. Time is a precious gift of our gracious God and is to be used wisely in His service. After-School Care providers plan for their supervision to end by 5:30 p.m. each day, and children look forward to seeing their parents no later than 5:30 p.m. each day. In recognition of these facts, parents are expected to sign out their children at no later than 5:30 p.m. each day according to the After-School Care clock.
4. As a reminder to parents of the importance of prompt child pick-up, and as compensation to After-School Care Providers for loss of time, an assessment of \$1.00 will be made for each minute after 5:30 p.m. Continuing late pick-up may result in a suspension of a family's use of After-School Care or in a family's dismissal from the After-School Care Program.

Discipline: In response to Christ's love for His Church, children are to show honor, love, and respect to their After-School Care Providers and fellow students. It is the Christian duty of After-School providers to discipline in love according our Discipline Policy as is outlined below.

1. Establishing the rules for After-School Care:
 - A. Students listen and follow directions.
 - B. Students remain within eyesight of the provider and/or supervising teacher at all times during outdoor recess breaks.
 - C. Students do not leave the fellowship hall, classroom, or recess area without provider permission.
 1. Students are only to use the restrooms in the school wing of the building.
 2. Students are not to return to classrooms or work on computers in classrooms without the consent and direct observation of a teacher or provider.
 3. Students are not to disturb the contents of any student desk other than their own.
 - D. Students work on assignments, read or participate in teacher-approved activities only during study period.
 - E. Students keep hands, feet, and objects to themselves.

- F. Students keep rooms, tables and desks neat and assist in cleaning up.
 - G. Students do not play with or waste their snacks.
 - H. Students do not throw objects.
 - I. Students maintain a quiet atmosphere.
 - J. Students do not play on or around the piano.
 - K. Students walk in the hallways.
 - L. Students follow all safety rules.
2. Provide silent reminder to student to correct minor misbehavior (e.g. a look, stand by student, motion with hand for student to desist, be seated, etc.)
 3. Orally offer specific directive to correct minor misbehavior (e.g. “please stop talking”, “be seated”, “return to your work”, etc.)
 4. Admonish for unacceptable behavior. The following behaviors will be corrected with loving admonishment and an After-School Care Discipline Note:
 - A. Leaving the fellowship hall, classroom or recess area without permission
 - B. Hiding, denying, or avoiding homework
 - C. Failing to use study time productively on teacher-approved activities or tasks
 - D. Stealing
 - E. Cheating
 - F. Physically harming and verbally threatening or abusing others
 - G. Fighting
 - H. Misusing God’s name and/or obscene language or gestures
 - I. Being disrespectful to an adult
 - J. Willfully damaging property
 - K. Repeated minor misbehavior

If a child receives three After-School Care Discipline notes for a similar offense in the same semester, a suspension from After-School Care will be given. Continued misbehavior will result in further disciplinary action.

Termination of Enrollment: Calvary ASC reserves the right to terminate the enrollment of a child for the following reasons: non-payment, consistent behavioral disturbances which endanger the child or others, and situations where the parents and staff agree that the program is not in the best interest of the child. Parents will receive a maximum of two weeks to find alternative child care.

Medication: Medication will only be given to students if parents have completed a Student Medication Authorization and Release Form. This form and the appropriately labeled medication must be given to the After-School Care provider to be placed on file.

Snacks: Moderate snacks are provided to the children in After-School Care each day. Parents may also send a snack with their child if they so desire, but this snack may not be shared with other children. Snacks are not meant to replace an evening meal.

Phones: All arrangements between children and parents should be made prior to arrival at After-School Care. Children will only be allowed to use the phone in case of emergency. Children are not to use or display cell phones or pagers during After-School Care hours without permission of an ASC provider or a teacher.

Electronic Devices: Children are not allowed to use electronic entertainment devices such as MP3 players, CD/DVD players, iPods, or video game players at school during After-School Care hours. Students are strongly encouraged not to bring such devices to school and are to keep them secured in a backpack if they are brought to school.

Illness: Children are not to participate in After-School Care if they are running a temperature over 100.0 or have a contagious illness. If a child becomes ill during After-School Care, the child will be isolated, and the parents will be contacted. Parents will be asked to pick up their child promptly.

Homework: Proper use of study time and completion of student homework is a student and parent responsibility. Parents will be informed if their child is not utilizing his or her study time productively, and regular misuse of study time will result in a student discipline note.

Schedule:

3:30 – 3:40	Backpacks put away, Restroom and Drinks, Line-Up, Count
3:40 – 4:10	Recess Time: Indoor or Outdoor
4:10 – 4:15	Assembly, Line-Up, Count, Return to Fellowship Hall
4:15 – 4:30	Snack Time
4:30 – 5:15	Study and Educational Activities – Fellowship Room
5:15 – 5:30	Clean-Up and Dismissal