

Before/After School Supervision Program

Purpose

The Before/After School Supervision Program (the “Program”) is designed to help families whose children are enrolled in Little Lambs Preschool and Lord and Savior Lutheran School by providing a safe place for their children before and after school hours.

Hours

Before School Care	7:00 AM – 7:45 AM
After School Care	3:30 PM – 5:30 PM

Before School Care

Students may be dropped off for before school care at any time between the hours of 7:00 AM and 8:00 AM. Upon arrival, the students will be signed in by their parent and will remain in the designated area until they are taken to their classrooms. **Lord and Savior’s responsibility for a student dropped off between 7:00 AM and 8:00 AM begins at sign-in time.** The students may work quietly on homework or other activities during this time. Learning games and other activities will be available. Breakfast is not provided, although the students may bring a morning snack from home if they wish.

After School Care

After school, students will go to the east entrance of the school for pick up by a parent. ***Any student who is not picked up by a parent or designated person before 3:25 PM will be taken to the Program. Charges per the rate schedule will apply beginning at 3:30 PM.***

Schedule

3:15 PM – 4:00 PM – Students sign-in and open play (many students like to do their homework at this time).

4:00 PM – 4:10 PM – Snack time (Students must provide their own snack)

4:10 PM – 5:00 PM – Either playtime (indoors or outdoors, weather permitting)

5:00 PM – 5:30 PM – Those students needing to do homework will be allowed to go to a designated quiet study area within the designated room while other students watch a movie, play learning games, or do other quiet activities. (If you would like your child to begin their homework before 5:00, please let us know in advance.)

Parents or other authorized adult will be required to sign the children out on Tadpoles. **If students are not signed out, the student will be charged until 5:30 PM.**

Students enrolled in the after school program will be expected to participate in all scheduled activities unless they have homework or another legitimate reason for not doing so. Daily schedule may vary from time to time depending on school activities and/or weather.

Procedures

Registration

Parents will be required to fill out a registration form which provides the caregivers with personal information about the child such as emergency contact information, food or other allergies the child may have, the names of people who are (or are not) allowed to remove the child from the program, and the like. Because this information is essential to the caregivers, especially in an emergency, parents who know their child(ren) will be attending the program, even if only occasionally, are asked to register for the program. Once your child is registered, you may make use of the program at any time it is needed at the registered child hourly charges as long as your child's account has a positive balance (see Explanation of Fees and Charges).

Sign In / Out Sheets

The names of registered students will be permanently listed on the In/Out sheet. Students whose names do not appear on the list are not registered. Students will be signed in as they arrive for before school care; after school care charge will begin at 3:15 PM. When someone arrives to pick up the student from after school care, the caregiver notes the time and the child must be signed out by a parent or other adult who has the authority to remove that child from the program. For security reasons and because hours are billed based on the in/out times, the signing out policy will be strictly enforced. (See Penalties)

Student Name	AM IN	AM Out	Parent/Guardian Signature	PM IN	PM Out	Parent/Guardian Signature
Doe, John						
Smith, Jack						
Trynowski, Jill						
Winterstein, Jane						

(Sample In/Out Sheet)

Arrival / Departure

Before School Care

Students are to go directly to the designated area where they are signed in by the caregiver who will note the time that they arrive. They will bring coats, backpacks, etc. with them. The students will not be allowed to leave the building for play outside during Before School care. Students are not allowed in the hallways, classrooms, or bathrooms prior to 7:45 AM unless directed to be there by the caregiver. All children arriving at school before 7:45 AM must be signed in at the program. Parents of preschool and kindergarten children are required to escort their child into the designated room. All students entering the building before 7:45 AM must report directly to the program. Children will not be allowed to be left off unattended outside. Parents and/or children will not be allowed to loiter in the hallway before 7:45 AM.

After School Care

All students will go to the school entrance until at which time they are picked up by a parent or taken to the program. All students are to leave their coats, backpacks and other items they will be taking home with them in their locker. The only things they need to bring will be their homework. Students enrolled in after school care will not be allowed to wander in the halls, classrooms, or bathrooms without permission of the caregiver. The students will be responsible for their belongings. ***They will not be allowed to re-enter their classrooms for items they may have forgotten.*** Parents are expected to promptly sign out your child when you arrive. Please do not loiter in the hallways after you have signed out your child.

Departure

Students must remain in the designated care area until an adult comes for them and signs them out. While in the program, no student will be allowed to leave the school grounds without permission. Prior written special arrangements must be made by the parent. All students must be signed for when they leave the school grounds. (See Sign IN/Out Sheets above)

Behavior / Discipline

While we expect all students to conduct themselves in a manner that reflects their Christian faith, we realize that they are also tempted to sin daily. On the occasion, if a student behaves in an unacceptable manner, appropriate discipline measures will be taken to correct the situation.

At no time will a caregiver or assistant be allowed to physically discipline (spanking, shaking, etc.) or verbally abuse a child (using demeaning language or name-calling). In the event that a child is misbehaving the discipline measures used will include verbal reminders, redirecting their attention to another activity, taking away privileges, giving a time out and/or removing the child

from the situation in which they were causing trouble. The program caregivers will bring problems and questions to the director before disciplinary action is taken.

In cases of repeated offenses, severe misbehavior such as intentionally placing another child in danger or bringing items to the program which are not allowed at school (knives, guns, drugs, etc.), the principal will be notified. The parent may be called to have the child removed from the program immediately and/or may be informed that the child is temporarily or permanently suspended from the program when they come to pick up the child.

The caregivers will strive to keep the parents informed of their child(ren)'s progress and behavior, especially when there are problems.

Additional rules for the program: no running, no skipping, no yelling, no excessive loud voices inside the building, keep your hands to yourself; no pushing, and no hitting. Children are to conduct themselves in an appropriate manner.

Homework

Homework time will start at 3:30 PM for children in grades 3-8. The caregiver will help with homework if possible. If you would like your child(ren) to continue their homework after 4:00 please notify the caregiver in advance and arrangements will be made if and when possible.

Toys / Show-and-Tell

Toys/items from home or items brought for show-and-tell are not to be played with at the program. The use of personal electronic devices is prohibited. Any such devices will be taken by the caregiver and returned to the parents upon parent's request.

Explanation of Fees and Charges

Registration Fee

No registration fees at this time.

Hourly Charges

Students will be charged a flat rate of **\$2.50/half hr/child**. All charges will be assessed in ½-hour minimum for the morning program and a ½-hour minimum for the afternoon program.

Unregistered students will be allowed to drop-in on an **occasional** basis. This is allowed to accommodate families who need to make use of the program in cases of emergency only (car or traffic trouble, getting out of work late, etc.). All charges are assessed in ½-hour increments and payment is due within 48 hours of the time that services are rendered. The caregiver will notify the parent or authorized adult at time of pick up what the fee will be. Payment may be turned

into the office or given to the caregiver. Please do not include any other payments in your program payment. Failure to pay the assessed fee within 48 hours will constitute an account overdue situation, which will be forwarded to the School Board for action.

Billing

Payment

The program is a service provided to help the parents. The caregiver will notify Parents or the responsible adult monthly what their account balance is. Payment is due at the beginning of every Month. Please be prompt in your payments.

Payments may be made by cash, money order or check. If your check is returned to us for any reason, you will be charged a \$20.00 fee and we will no longer be able to accept a check from you. All payments are to be given to the office or turned in to the caregiver. Please make checks payable to Lord and Savior Lutheran School and do not include any other payment in the check (or money order).

ATTENTION AFTER SCHOOL PARENTS!!! YOU WILL BE CHARGED A LATE PENALTY OF \$1.50 PER 5 MINUTES FOR EVERY MINUTE YOU ARE LATE AFTER 5:30 PM (NO EXCEPTIONS). Payment will automatically be assessed to your account.

Statements

Statements of your account status will be provided monthly. These statements, along with your cancelled checks, serve as proof of payment for child care services. Please retain these for tax records. We are always happy to provide or sign needed documentation for all services provided. We will make every effort to accommodate your request quickly, but please allow a five working day turnaround on any special requests for this type of information.

Delinquent Accounts

If a family's account is past due 60 days or more, that family will not be allowed to participate in the program until the entire balance is paid in full. After 30 days of an account being unpaid, the parents or responsible adult will be given an invoice showing the account is past due with a reminder that at 60 days delinquent, their child(ren) will not be allowed to participate in the program. At 60 days delinquent, the parents or responsible adult will be informed that they will not be able to drop off their child(ren) for before care and that their child(ren) will have to be picked up promptly after school. The staff and/or caregiver will not be responsible for the child(en) after 3:15 p.m.

Penalties

The policies and procedures of the program are designed to endure the safety and well-being of the students and care givers and will be strictly enforced. The parents are expected to comply with the rules of the program and be responsible for promptly picking up and signing for their children. All policies and procedures will be strictly followed. If policies and procedures are not followed, your child will no longer be able to attend the program.