PEACE LUTHERAN SCHOOL

AFTERCARE HANDBOOK

Introduction

Dear Parents,

This handbook is designed to give parents and guardians a helpful insight into the Aftercare program offered by Peace Lutheran School. It includes detailed information about Aftercare program procedures and policies.

The Aftercare program strives to provide a place where children can learn and grow with their fellow Christian classmates in a safe environment. If you have any questions about this book, please feel free to contact us. We look forward to the time that we will be spending together.

Yours in Christ,
Peace Lutheran Faculty and Staff

Mission Statement

Our mission is to provide quality Christ centered care to the attendees. We aim to provide an educational environment where children can grow spiritually, emotionally, socially, physically, and academically. The Aftercare program strives to provide a place where children can learn and grow with their fellow Christian classmates in a safe environment.

Program Times and Cost

Aftercare Hours	3:10 PM to 5:30 PM*
Aftercare Cost	$4 per hour

**For certain half days, aftercare will start at 12:00 PM*

If you are not here to pick up your child at 5:30 p.m. a fee of $10.00 per 15 minutes will be accrued. We understand that emergencies happen so if you are running late please notify the school as soon as possible at 734-422-6930.

Our Aftercare program strives itself on being able to provide supervision for your child at a very minimal cost. Each child within a family has their own tally sheet which will show the amount of time in the program and the cost for that time. Charges will be inputted into FACTS and invoices will be created there on the 1st and 15th of every month. They are due 10 days after the invoice is created.

Because our program is funded solely by the payments received by participants, it is crucial that payments are made and kept current on a regular basis. Payments can be made online at factsmgt.com or dropped off in the office.

Once the amount past due has accrued to $50.00, the responsible party will be notified that a minimum payment of $25.00 dollars is due to bring the total down or the child will no longer

be eligible for Aftercare services. At the end of the school year, all balances should be paid in full. No balances will be allowed to carry forward to the next school year.

In order to alleviate costs for large families, Peace will work with these families individually to provide a multiple child discount.

Typical Daily Schedule

A typical daily schedule includes lunch and snack times, homework time, free play time, outdoor playtime and rest time. Schedules do vary according to the amount of time each student spends in the program.

Attendance Policy

The Peace Lutheran Aftercare program is offered to all children who attend Peace Lutheran School and are at least four through grade 5.

The aftercare program typically operates on regular school days. If the program is closed during a regular school day, parents will be given advanced notice.

Peace strives to ensure that all students on our property are safe. To this end, we require the following:

1. All K-5 students who are not picked up by 3:20 p.m. will be signed into the aftercare program unless the student is involved in a school sponsored extracurricular activity .
2. All K-5 students who are not picked up within 15 minutes of the completion of their school sponsored extracurricular activity (practice, game, etc) must be signed into the Aftercare program. They may choose to sign-in immediately after practice.
3. Students participating in a non-school sponsored activity after school (piano lesson, club, etc) must stay signed in to the Aftercare program unless they will be picked up immediately at the conclusion of the activity.

Weather and Other Cancellations

1. When school is delayed or canceled due to weather, we will not have Aftercare.
2. If school is canceled or there is an early release due to weather, we won't provide Aftercare.
3. We will not have aftercare on the following half days of school: the first day of school, the day before Christmas Break, Good Friday and the last day of school.

Sign Out

Because we are a state-licensed childcare provider, we are required that every child in the after care program must be signed out by a parent or guardian.

Children using the Aftercare program will be signed in by a staff member. Once checked in each child must find a seat and begin quiet work.

Accidents and Acute Illness

Our program requires that every student has an emergency information card turned in to the staff. In the event of an accident or acute illness, every effort will be made to notify the child's parents and physician prior to treatment. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

Medication Policy

The Aftercare program staff will dispense prescription and non-prescription medication only when the written permission of the child's doctor and parent or guardian is on file at the school. All medication administered by the staff must be current and in a pharmacy labeled container. Expired medications will be returned to the families.

Parent and Staff Communication

Following the principles of Matthew 18:15-20, if a parent has a concern, that parent is asked to first share that concern privately with the staff member involved. The principal should not be the first person to be addressed unless the child is in physical or emotional danger. If the situation is not resolved after the private meeting, the matter can be brought to the attention of the principal. If an extreme situation warrants other action, a meeting may be arranged with the Board of Education, the pastor, the principal, and any other parties involved.

Matters concerning overall school policy or procedure should be brought directly to the principal with prayer and Christian love, allowing God's Word to lead us to peaceful and proper solutions.

The principles of Matthew 18:15-20 also tell us that social media is not a platform to share concerns, nor is it an effective practice in effecting the change you desire. Please communicate concerns directly as outlined above.

Outside Play

In order to keep our students safe, it is important that all children be supervised. Students Kindergarten-5th must stay near the aftercare room and Multi-purpose room. They will be allowed to play on the playground, grassy area outside as well as the blacktop area. Any deviance from this will result in loss of privileges. Children must respect all school property and playground rules.

After School Activities

Any student involved in after school activities is in the care of their coach. After practice or games, any child who is not picked up must then be signed into our after care program and costs will begin accruing at that time. Children including siblings of athletes are not allowed to attend after school events without their parent present or the after care supervisor present. It is not the responsibility of another parent or coach to supervise your child during an after school event.

Work Time

There will be time designated for homework starting at 3:25 pm. This is a time for students to do homework or read, not just socialize. For those who do not have homework, the aftercare room may be used to play, watch a movie or quietly read.

The children will have the opportunity to go outside, play games and/or socialize with their friends. In order to maintain a safe environment our staff member must be kept aware of where each child is at all times. Students must remain in the Multi-purpose room or aftercare room unless they ask for permission from the Aftercare supervisor.

General Classroom Rules

After care toys should remain organized and within the aftercare room. Children are expected to pick up after themselves.

Cell phones or electronic devices including, but not limited to Cell Phones, Ipods, Gameboys, MP3 players, etc. are to be turned into the secretary at the beginning of the school day. Those devices will remain with the administration until a parent or guardian picks them up from aftercare. If for any reason you need to get a hold of your child during aftercare hours, please contact them by using the school number.

Food and drinks need to be eaten only in the Multi-purpose room at the designated times. Always remember to clean up after yourselves. Any item left in the Aftercare room will be put into the lost and found. Please note that the school's dress code policy applies at Aftercare.

Discipline Policy

Discipline is the process of learning self-control, respect for others, and demonstrating love for our Savior. We expect our students to:

1. Do their best for God
2. Love one another
3. Be respectful
4. Be safe

Teachers assist students in the conflict resolution process to help your child learn how to exhibit acceptable behavior. The conflict resolution process encourages children to actively work on resolving their own problems with an adult's assistance.

For some incidents, your child will be given a warning. If the behavior persists, a timeout may be implemented. You will be informed if your child visits the timeout chair.

If serious inappropriate behavior continues, a conference between you and the teacher will be held.

In accordance with state licensing rules, discipline will never include: any form of corporal punishment; restricting a child's movement by binding or tying him or her; inflicting mental or emotional punishment; depriving a child of meals, snacks, or toilet use; or confining a child in an enclosed area (such as closet, locked room, box, etc.).

Exclusion Policy

Exclusion Policy for Staff, Volunteers and Children

Exclusion Policy for Children

Communicate with parents the need to have a back-up plan for care when their child is ill. This may be a grandparent, friend or neighbor that can care for the child if the parent needs to work but cannot bring the child to the center or home. Possible reasons to call a parent to pick up a child or to exclude a child from care:

1. Fever – A child has a temperature of 101 degrees F or greater AND behavioral changes or other signs or symptoms. The child should not return until 24 hours of no fever, without using fever reducing medications.

2. Diarrhea – If a child has two loose or watery stools, even if there are no signs of illness. The child should have no loose or watery stools for 24 hours prior to returning to care. Exception: This may occasionally be caused by antibiotics or new foods a child has eaten, but call the parent to find out if this is the likely cause.

3. Vomiting – If the child has vomited two or more times. Exception: Some babies may burp/spit up following a feeding – this is not vomiting. A healthcare provider may also rule out an infectious cause.

4. Rash – If the child develops a rash and has a fever or a change in behavior. Exclude until a physician has determined it is not a communicable disease. Note: Rapidly spreading bruising or small blood spots under the skin needs immediate medical attention.

5. Crying and Complaining – Any time a child is not his/herself, is lethargic, is complaining about discomfort or is cranky and crying more than usual for that child. The child should not return until he/she is acting normally.

Exclusion Policy for Employees and Volunteers

Employees and volunteers should be excluded when:

1. Diagnosed with a "Big Five" illness:
    - Typhoid fever (Salmonella Typhi).
    - Shigellosis (Shigella spp.).
    - Escherichia coli O157:H7 infection (E. coli O157:H7).
    - Hepatitis A (hepatitis A virus).
    - Norovirus infection.
2. Jaundice has occurred within the last seven days.
3. Experiencing noro-like symptoms (vomiting and/or diarrhea).

Note: It is also recommended the employees and volunteers stay home if ill with symptoms such as fever, cough and sore throat.

The employee or volunteer can return to work:

- When diagnosed with a "Big Five" illness: After health department approval and medical documentation states the excluded person is free of symptoms and free of the infectious agent.
- When excluded for jaundice: The excluded person has provided medical documentation stating that they are free of the Hepatitis A virus.
- When excluded for Noro-like symptoms: 24-48 hours after the last symptom of illness. No handling of food or foodware for 72 hours after symptoms have resolved.

Final Note

Any child that cannot follow the guidelines will be removed from the group. If the behavior continues, he/she will be sent to the Principal's office and the parents will be called immediately for pick up. Behavior should be the same as what is expected of the children in their daily classrooms. Disrespect will not be tolerated. If you have any questions or concerns please feel free to talk with any of our faculty or staff members. Thank you in advance for all your cooperation and support.