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StJohnSoars.com
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After School Care

2023-24 Handbook

Welcome to St. John's After School Care Program (ASC). This handbook contains important information for parents and children who will participate in the After School Care 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 us.

Sydney Rauls, Summer Splash Childcare Director:

636.541.0496 (text preferred)

srauls@lssu.edu

Tonya Langlois, School Principal:

989.351.9373

tonyalanglois@gmail.com

St. John School Office:

989.734.3580

sjlsrogerscity@gmail.com

Important Scheduling Information:

There is a limited amount of slots each day for After Care, according to ratio requirements. You must sign up online for the days you plan to have your children attend After Care, using the following link, or contact the office to be added to our sign up system:

<https://www.signupgenius.com/go/508094ba4ad2ea4fd0-after>

If you decide you will not be using After Care on a day you are signed up, you must remove your name or text/call to have your name removed by staff/office by noon the day before or you will be charged one hour per child.

Purpose

Our After School Care has been established by St. John'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.

Mission Statement of St. John Lutheran School

The mission of St. John Lutheran School is to serve God by leading His children to experience and know their Lord and Savior, Jesus Christ. Our school motto is "Where Faith and Family Soar."

Objectives

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

Eligibility

All children in the community in Preschool (age 3 and toilet trained) through age 12 for the current school year are eligible to attend the After School Care program. Before your child/ren attends the ASC program, the After School Care Registration Form must be completed and returned to the ASC director. Each year a new form and registration fee needs to be submitted. Children are welcome to attend After School Care as often as is needed. However, St. John must comply with licensing ratio guidelines. If you are in need of After School Childcare provide the director your schedule as far ahead as possible. St. John fulfills requests on a first come, first serve basis.

Withdrawal Policy

We have limited spaces available each day. If a child is listed and does not show, families will be charged for two hours of care. Thank you for your advance planning and courtesy.

Billing

There is a non-refundable registration fee of \$25 per child, payable when the registration form is submitted. St. John's After School Care costs \$4/hour per 1 child; \$7/hour per 2 children; \$9/hour per 3 children; and \$10/hour per 4 children. There is a minimum of one-hour charge. Additional time is based on the hourly rate and charged by the half hour after the first hour. Ex. 2:45 to 3:15 would be a 1 hour charge, 3:00 to 4:05 would be a 1.5 hour charge, 3:00 to 4:35 would be a 2 hour charge.

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 of cash or check are accepted. Account statements are sent out every 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 Education 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.

Daily Schedule

The ASC program begins when school is dismissed for the day, at approximately 2:45 p.m. at St. John's, and ends at 5:30 p.m. The director's cell phone 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 events will be part of the schedule: physical activity (inside/outside), snack time, homework/quiet time, Devotion, enrichment/activity time, and free activity time. On occasion we will have a field trip planned and may leave St. John's property. Parents will have a week notification prior to the field trip.

Discipline

The discipline philosophy, methods, and procedures used by ASC staff will follow Biblical principles. If a child persistently fails to meet expectations, parents will be consulted. This may involve more than one consultation. Parents will also be contacted in isolated cases for serious offenses. Should at any time a child's behavior become harmful or damaging to the safety and/or well-being of himself or other children in the program, the ASC director/lead teacher on duty will contact parents and suspend the child. When persistent inappropriate behavior makes it difficult for the program staff to maintain good order along with a safe and positive work and play environment than the offending child will be removed (expelled) from the program. Discipline Reports will be made and placed with student information for each incident requiring a parent's conference, suspension, or removal.

Attendance

Children will be signed in at the beginning of each After School Care session. It is your child's/family's responsibility to get children to the After School Care program. The After School Care program is accountable for your child after they have signed in (either by student themselves, teacher, or another adult) and until they are signed out by the director, parent, or another adult.

Picking Up Your Child

After School Care ends at 5:30 p.m. Your child needs to be picked up at or before this time.

Whoever is picking up the child MUST 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 director.

If your child will walk home from ASC, 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. John'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.

While marijuana has been legalized in the State of Michigan, driving under the influence is illegal. If we have reason to believe that you are under the influence at pick up, because of odor or behavior, we will alert the authorities. This is the same policy that we have for driving intoxicated. We cannot restrict you from picking up but we can let the police know when you leave our parking lot.

Late Pick-up Fees

Please call St. John'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 5:30 p.m. Late pick-up is \$1 per minute late per child. For example, if the parent arrives at 5:35 with two children in the program, a \$10 fee would be assessed.

Medication

As a general rule, the After School Care program staff will not give medication. Medication guidelines follow the same guidelines as school. Please refer to the St. John'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.

Child Abuse Reporting

All staff members of the After School Care program are mandatory reporters of child abuse. We are required by law to report suspected abuse.

No School/Weather

When there is no school due to scheduled vacation, there is no After School Care. If the school day dismisses early, ASC may still be offered, if there are enough children in need of the service.

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. Please make sure ASC 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 ASC being cancelled due to weather. Weather-related announcements about the school will be posted on the school's Facebook page as well as sent in a Remind text.

Snacks

Part of the After School Care program is caring for the nutritional needs of children in the after school hours. Each day, we will have snack time. Parents are to provide snacks daily or will be charged 75 cents per snack.

If your child is allergic or intolerant to anything, we will need written information from the child's doctor stating the allergy and any emergency actions necessary. Another snack or beverage will be offered to a child with an allergy.

Physical Activity

The After School Care 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. Parts of the playground will be used. Please dress for the weather. 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 Care program. Children should bring homework with them to the After School Care program each day they attend the program, if applicable. It is a student's responsibility to bring their homework with them to After School Care. Students who do not have homework will have the opportunity to read/be read to or an additional quiet activity during homework time. Your child may not always finish all their homework during ASC, but they can work on it during the time provided. The ASC 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.

Devotion

Children participating in the program will hear a short lesson from God's Word every day, 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 utilize St. John's computers/tablets and STEM activities.

Communication

Feel free to contact us if there is a concern or other issue that needs to be addressed.

Summer Splash Childcare Director: Sydney Rauls, 636.541.0496 (text preferred) or srauls@lssu.edu

St. John School Principal: Tonya Langlois, 989.351.9373 or tonyalanglois@gmail.com

St. John School Office: 989.734.3580 or sjlsrogerscity@gmail.com

Illness

Staff will follow all CDC and MILARA guidelines. In general, a child must be in good health to attend.

The After School Care Program requires that each child have emergency contact information on file before they attend the ASC 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.

If a child becomes ill or is injured during the ASC Program, their parents will be contacted. If a parent cannot be reached, emergency numbers from Child Information Record will be used.

Licensing Notebook

The licensing notebook is available to parents during regular business hours. The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since April 2022. Licensing inspection and special investigation reports from at least the past 2 years are available on the childcare licensing website at www.michigan.gov/michildcare.