

St. Luke's
After School Program
Handbook
2023 – 2024



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St. Luke's After School Program

Mission Statement

St. Luke's Lutheran Church After School Program (ASP) is a Christian-based child care program. St. Luke's ASP recognizes training is the primary responsibility of parents. Therefore, it is the goal of the after school program to partner with families providing quality after-school care in a loving and safe environment for families within our community.

Statement of Faith

1. We worship and serve God the Father, God the Son, and God the Holy Spirit as revealed in the Bible.
2. We exist to proclaim the Gospel of Jesus Christ and provide Christian service to all people.
3. We are a family of caring believers from various walks of life; growing, sharing, and bound together in love and faith.
4. Through God's Word and His Sacraments, Our Lord Jesus Christ provides us with the love, grace, and guidance to carry out our mission.

Program Objectives

St. Luke's After School Program seeks to:

1. Provide superior after school care for Lincoln County's kindergarten through sixth grade students.
2. Engage children in a caring, safe, and recreational atmosphere.
3. Support students with their academics through homework assistance.
4. Support children as they develop decision making strategies.
5. Present students with age appropriate activities that foster personal achievement and Christian values.
6. Provide a service to our community through affordable child care in a Christian environment.

Hours of Operation

The normal operating hours for St. Luke's ASP are between 2:45 and 6:00 p.m. Monday thru Friday during the school year.

The After School Program follows the *Lincoln County School Calendar*, but is **CLOSED** on *Teacher Work Days* and *Holidays*.

Parents will be notified to pick up students for early release if there are emergency circumstances within the facility.

Inclement Weather

St. Luke's ASP will close when Lincoln County Schools are closed due to inclement weather. We will provide care for up to two hours after the release of school if students are released early due to weather.

Arrival and Departure Procedures

Students will arrive by school bus each day. The school bus number will be provided during registration. Students will be met outside and greeted by staff upon arrival. Upon departure, parents must come in and sign their children out daily. Licenses will be checked during the first few weeks for safety purposes and when a designated person, other than a parent comes to pick-up a student. Staff will only allow your child to leave with the people you listed on their information sheet. Changes to those names listed need to be made in writing and will not be accepted over the phone.

Daily Schedule

Activity		
2:45	3:00	Students Arrive/Follow Check-in Procedures
3:00	3:15	Restroom Break / Snack
3:15	3:45	Outside (Weather Permitting) Team Sports and Free Play
3:45	4:00	Devotions / Prayer
4:00	4:45	Homework / Reading / Support Instruction
4:45	5:00	Clean-Up / Put Away Book Bags
5:00	5:45	Indoor / Outdoor Free Play
5:45	6:00	ASP Ends

Homework Policy

St. Luke's ASP is not an academic extension of the school day. We appreciate all the demands on school age students and their families and we share a commitment to their academic learning. Although St. Luke's ASP believes that homework is ultimately the student's responsibility, we will do all that we can to encourage students to work on their assigned work. Our daily schedule includes 45 minutes of quiet time for homework and/or reading. During this time, staff will be available to provide assistance.

Admission Is A Privilege

It is important to understand that attendance to the program is a privilege and not a right! This privilege may be forfeited by a student or family who **DOES NOT** conform to the standards and guidelines of the program. St. Luke's ASP staff and Board of Directors may request the withdrawal of a student who is not in harmony with the spirit of the program.

St. Luke's ASP is a religious, non-profit organization that provides a distinctly Christian-based environment for students to stay after school and interact with their peers and get additional help with their homework. We believe our Biblical role is to work in partnership with the family.

Discipline

St. Luke's ASP desires to provide varied activities for the students attending the program. To have an enjoyable experience, we require students to show respect for God, self, others, and property. Positive reinforcement for good behavior is practiced by using words of praise and/or privileges. When corrective discipline is necessary, teachers will follow the discipline procedures listed. Parents will be notified of ongoing negative behaviors.

Students are expected to:

1. Show respect to authority at all times
2. Follow rules: no running, hitting, rough play, etc.
3. Respect others and be kind
4. Follow directions the first time

St. Luke's ASP goal is to assist students in making good decisions. However, the following measures will be implemented if students do not adhere to the guidelines.

Consequences:

- 1st Offense Verbal warning (*explaining the incorrect behavior*)
- 2nd Offense Time-out (*removal from activity or group*)
- 3rd Offense Limited Privileges
- 4th Offense Conference with parent/guardian
- 5th Offense Suspension and/or dismissal will be considered for serious offenses.

Parents will be informed of the student's behavior and every attempt will be made to work with the parents and the student to correct serious or recurrent behavior situations. If a student's behavior frequently requires extra attention from a staff member, parents may be called upon to participate in a partnership to develop an individual behavior management plan.

In cases of serious or recurrent misbehavior, an incident report will be written. Examples may include, but are not limited to: causing a physical injury; taunting; name calling; encouraging others to exclude a child from a group; threatening physical harm; and damaging property.

St. Luke's ASP staff generally follows its discipline procedures contained herein. However, there may be circumstances in which staff and/or the *St. Luke's ASP Board of Directors* may determine, in their sole discretion, that it is appropriate not to follow the progressive discipline steps. In cases in which a student has engaged immoral or other unacceptable behavior, the leadership reserves the right to suspend and/or release the student from the program immediately.

Medication and Allergies

No medication will be administered by St. Luke's ASP staff. Parents must list all medications, and disclose all allergies and medical conditions that the student may have on the *Registration and Medical Release Form*. Parents are required to notify staff immediately in the event of any changes regarding their student's health. Students who have asthma or diabetes may carry their supplies and use them as needed.

Child Abuse Reporting

The State of North Carolina requires St. Luke's ASP to report allegations of suspected child abuse to the Department of Social Services (DSS) when there is cause to suspect that physical or emotional abuse, sexual abuse or exploitation, inadequate supervision or other forms of abuse have occurred. While the program is expected to communicate with parents regarding the well-being of their child, the ASP staff is required to follow all North Carolina State and DSS Guidelines and will act accordingly.

Safety and Security

The safety of the students is of greatest concern at the ASP. Several procedures have been devised to assure the safety of the students:

- A telephone is available on site for emergencies
- A staff member trained in first aid, communicable diseases, CPR, and child abuse/neglect recognition and prevention is on-site at all times.
- In the case of a minor accident/injury, staff will administer basic first aid. For a more serious injury, first aid will be administered, and the parents will be contacted immediately to assist in deciding an appropriate course of action.
- If an injury is life threatening, the emergency medical personnel will be contacted, parents will be notified, and a staff member will accompany the student to the hospital with all available health information. Parents are required to grant permission for emergency transportation at the time of registration. If a student requires emergency transportation, the report will be available within 24 hours.
- A written incident/injury report will be completed and given to the person picking up the student whenever a student:
 1. has an illness, accident or injury which requires first aid
 2. receives a bump or blow to the head
 3. is involved in an unexpected event which jeopardizes safety

Periodic fire, tornado and safety drills will be conducted for all students and staff. A written plan explaining the action to be taken in case of fire, severe weather alerts, or general emergencies will be followed. This plan includes a diagram of evacuation routes and is posted in each area used by ASP. In the event of an environmental threat or threat of violence, students will be secured in a safe area, the proper authorities will be contacted, and their directions will be followed. Parents will be informed as soon as the situation allows. In the event of an emergency evacuation due to fire, weather conditions, utility emergencies, etc., the students may walk to a designated emergency destination (listed below). A sign will be posted at the ASP site indicating the location where you can pick up your student. Parents will be contacted as soon as possible. If a parent cannot be reached, the emergency contacts listed on the registration form will be called.

St. Luke's Evacuation Site –
St. Luke's Church Building

Technology Policy

ASP students have the privilege of using computers for homework. They may only access teacher-approved sites and are not allowed to visit social media sites (such as Facebook) nor use the computer for watching videos. Computer privileges may be revoked for not following these rules. Students may use their Chromebooks, but **MAY NOT** bring their own technological devices (gaming devices/tablets/iPads/cameras/etc.).

Cell phones **ARE NOT** allowed for use during ASP hours and must be stored away while on site.

Rates and Registration

A non-refundable \$30.00 registration fee is required for each student that enrolls in the After School Program. Tuition payments should be paid each Monday in advance. **Once payments reach a two-week overdue status, parents will be contacted and may be required to find alternate childcare until the balance is paid-in-full.**

Payment is due each week the ASP is open, regardless of whether or not a student attends. Tuition **CANNOT** fluctuate from week to week. Parents are responsible for paying for the number of days listed on the Registration Form. For Example: If a student is enrolled for 5 days, but only attends 4 days, the parent is still required to pay for 5 days or \$80.00 per week. However, if a student is enrolled for 2 days, but is attending 3 or more days, the parent will be required to increase the tuition amount to cover the extra days.

The rates per student are as follows:

\$80.00	5 days
\$70.00	4 days
\$60.00	3 days
\$50.00	2 days
\$40.00	1 day
\$30.00	Registration Fee
\$10.00	Fee for every 15 minutes a child remains after 6:00pm.
\$10.00	Fee for Insufficient Funds Check

There is a \$5.00 per student discount for families with more than one student enrolled.

Overdraft Fee

In the event of an insufficient funds check, the parent will be responsible for bringing cash to cover the returned check amount, plus the bank overdraft fee, and a \$10.00 returned check fee assessed by the ASP. In addition, the ASP will require all future payments from the offending party to be made in cash or by money order.

Property Fee

Malicious damage to church property will result in appropriate compensation for the repair.

Guidelines

The following forms must be completed before a student may start attending the ASP.

1. *Registration and Medical Form* with paid registration fee.
2. *ASP Handbook Review and WiFi Use Form*

Contact Information

Please keep these contact numbers available. You will be able to reach us when needed, and in the event of an emergency, our staff will contact you.

Cynthia Williams –Director	980-241-0448
After School Phone Number	704-735-2946

The church's telephone will not always be accessible to our staff, so please use staff cell numbers first.

RETURN THIS PAGE TO ASP DIRECTOR
ASP Handbook Review and Wi-Fi Use Form

I have read and understand all of the policies set forth in the St. Luke's After School Program Handbook.

.....
Student Name

.....
Parent's/ Guardian's Signature

.....
Date

St. Luke's ASP students have the privilege of using computers for homework. They may only access teacher-approved sites and are not allowed to visit social media sites (such as Facebook) nor use the computer for watching videos. Computer privileges may be revoked for not following these rules.

Students may NOT bring their own technological devices (gaming devices/tablets/iPads/cameras/etc.). Students are not allowed to video or photograph other students. The church does have Wi-Fi, and students are allowed to access the internet with parents' permission for homework.

Cell phones are not allowed for use during ASP hours and must be stored away while on site.

We have read and understand these technology and Wi-Fi rules.

.....
Parent's/ Guardian's Signature

.....
Student's Signature

Days/Wk _____
MTWTHF (circle)

St. Luke's After School Program

School Year _____
Bus # _____

Registration & Medical Release Form

PLEASE PRINT OR TYPE

FAMILY INFORMATION

Child's Name _____ Goes By _____
Date of Birth _____ Grade _____ School Attending _____
Home Address _____ Home Phone # _____
City _____ ZIP Code _____
Mother's Name _____
Home Address _____ Home Phone # _____
Work Phone _____ Cell # _____
Father's Name _____
Home Address _____ Home Phone # _____
Work Phone _____ Cell # _____
Parent email address _____

MEDICAL INFORMATION

Student Health Information

Allergies/Medical Conditions _____
Current Medications _____

EMERGENCY CONTACT INFORMATION

Additional Emergency Contact Information in the case a parent cannot be reached or pick up the child. (Please give two)

1. Name _____ Relation _____
1. Daytime Phone Number _____ 1. Cell # _____
2. Name _____ Relation _____
2. Daytime Phone Number _____ 2. Cell # _____

Other than parents and those listed above, please list people allowed to pick up your child. These are the only people we will release your children to without prior written consent. ID will be required at pick-up time. Please provide at least one name.

I agree that the adult in charge may authorize a physician of his/her choice to provide emergency care in the event that neither the family physician nor I can be contacted immediately. They may release my child to any of the above emergency contacts if necessary. I will not hold St. Luke's Lutheran Church or any staff responsible for injury or hospitalization.

Parent/Guardian Signature _____

Date _____