

Faith Lutheran Learning Center K-5 After-School Program



Program and Policies
Manual for Families

BASIC INFORMATION

Program Overview

- Faith Lutheran's After-School Program is a non-profit, church sponsored program that serves children in Kindergarten through fifth grade. Our Program runs in conjunction with Fayette County Schools.
- We are open Monday through Friday from 3:15 pm to 6:00 pm. On in-service, record, or snow-days, our program operates from 6:30 am to 6:00 pm.
- Our program is **CLOSED** on the following observed holidays: Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, and the week between Christmas Eve and New Year's Day. Additionally, FLLC is closed the day before Fayette County starts in August for a teacher in-service day.

Philosophy

The purpose and goal of Faith Lutheran's After-School Program is to provide a secure, loving environment along with quality homework assistance and a wide variety of recreational games and activities which enable children to develop, build and maintain good quality relationships with each other, their families, and other adults.

Objectives

The Faith Lutheran Learning Center staff strives to:

1. Provide a safe and clean environment for the child's health and physical safety.
2. Encourage the children in the areas of self-confidence, spontaneity, curiosity, and self-discipline, which will assist the development of the child's social and emotional health.
3. Aid in the enhancement of the child's communication skills.
4. Be of assistance to the child and his/her family in increasing the ability to relate to each other and to others outside the family.
5. As a staff, develop, build, and maintain quality relationships with each other, families, and children to serve as a role model.
6. Provide opportunities for children to learn, relax, be themselves, and enjoy a wide variety of activities.
7. As a staff, make a commitment to be actively involved and interested in the child's life and enhance the child's feelings of love, self-worth, and acceptance.

Approach

FLLC's After-School program offers a program of recreation and structure. Children will be introduced to new activities and new situations, but also have the opportunity to be involved in favorite, familiar activities and to self-direct their own activities. Children will be encouraged to participate in a wide variety of activities and given the opportunity to make good choices.

Funding

FLLC's After School program receives no outside funds. The program is totally supported by tuition fees. It must be financially self-supporting to continue. **Tax ID # is 61-0857105**

Licensing

Faith Lutheran Learning Center (FLLC) is licensed by the State of Kentucky through the Cabinet for Human Resources, Division of Licensed Childcare. FLLC is licensed for children two years of age through the fifth grade. The license must be renewed annually and is a legal requirement that helps to ensure the safety of the children enrolled.

Eligibility

FLLC's After-School Program recruits eligible children regardless of race, creed, color, national origin, family background, or disability.

FAITH LUTHERAN LEARNING CENTER TUITION AND FEE SCHEDULE

After-School Tuition

- **After school tuition is \$75.00 (full time), \$55 (3 days), and \$40 (2 days) per week per child. Based on expenses and budgetary requirements, tuition may be adjusted to meet the needs of the learning center ministry.**
- **The cost of full-day care (in the event that school is out) is an additional \$15.00 per day.** Meals will be provided on SCHEDULED days off. Children in the after school program will bring their lunches when they attend the full day of school on UNSCHEDULED days off (ie. Fayette County Snow Days).

Fees

- **There is a \$50.00 Registration Fee PER CHILD.** The fee is only paid one time, but it is Non-Refundable.
- **A \$50.00 supply fee PER CHILD is due bi-annually in September and January.** The fee must be paid by the 15th of the month, and it can be added to the weekly tuition check.
- Tuition is due each week by Friday at 6 pm. Payments not received by this time are considered delinquent and a ten (10) dollar late fee will be assessed for each week a payment is in arrears. Delinquency and non payment of fees may result in the termination of the child's enrollment at FLLC as per our policy.
- Weekly payments are due by the end of business on Friday. Monthly payments are due by the second Friday of each month. Payments not received by this time are considered delinquent and a ten (10) dollar late fee will be assessed for each week a payment is in arrears. If a monthly payment or partial payment equaling two weeks of tuition, plus fees, is not received by the third Friday of the month, FLLC may terminate the child's enrollment in the childcare program.
- **All returned checks will be assessed a \$30.00 fee.** When notified of a returned check, parents will receive a notice from the administrator. Parents have until 6:00 pm the following day to contact an administrator and bring the account up to date. If the administrator is not contacted by the family, a \$10.00 late fee will be assessed for each week that the payment remains in arrears. If the fee is not paid by the end of the next week, FLLC may terminate the child's enrollment in the childcare program.
- We urge all families to talk with the director or assistant director of FLLC concerning financial issues as extraordinary situations may be taken into consideration on a case by case basis by the FLLC committee.
- **Late pick-up fees are assessed at \$1.00 per minute per child that is not promptly picked up from FLLC by 6:00 pm each evening.** This money can be paid directly to the staff at the time of the late pick-up, or it will be added to the due bill for the following week's tuition.

FLLC is a cash free facility.

- **Weekly tuition payments can be made in the form of check, money order, EFT, or online payments.**
- **In the event of a bounced check, the director may request that the family pay in cash.** Those cash payments must be made directly to the director or the assistant director.

A full week's tuition is expected:

- Regardless of a holiday that may fall during the week
- When snow or ice days make it prudent to close for safety reasons associated with travel
- When an act of nature or a facility emergency make it impossible for FLLC to open for the day
- On a teacher in-service day

Child Care Assistance Policy

- Payment of tuition will be accepted from human/social services organizations like the Kentucky Child Care Assistance Program; however, the necessary forms and a contract must be completed **before** attendance can begin. If the child is already in attendance before contacting the CCAP, then the family is responsible for full-payment until a contract is signed.
- Due to budgetary concerns, it is the expectation that all children at FLLC will be paying the same amount of tuition. **Each family receiving assistance is asked to pay the difference between the center's charged tuition and the**

payments made from the human/social services organizations (i.e. KY Child Care Assistance Program). **This charge may be in addition to any co-pay required by the CCAP.**

- If this could be a potential hardship for the family, scholarships may be available to families receiving child care assistance or families with emergency hardships. **FLLC must be provided with documentation that a family is approved or has been denied child care assistance prior to being approved for a scholarship** (with the exception of one time emergency hardships). Scholarships are not guaranteed and require a contract with the school once approved. **Scholarship applications are due quarterly and require a pay stub.** All tuition payments must be paid as outlined in "Tuition and Fee Schedule" policy found above. If payments are not made weekly there will be a three strike system in place. After three missed payments, the family will not be eligible for the next quarter scholarship.

ATTENDANCE

Arrival of the Children

Immediately following dismissal hours at school, three staff members will pick up children at Cassidy Elementary School. All will cross the street at the corner of Tates Creek Road and Hart Road, with the assistance of staff members and crossing guards. It is extremely important that you **call Cassidy and group text the FLLC teachers prior to 3:00 pm**, if your child **will not be attending** the after school program on any given day.

Late Arrivals

If your child will be late and will not be able to walk over from Cassidy with the rest of the After-School Program, PLEASE let us know so that we are not waiting for him/her. **It is your responsibility to get your child to the after-school program if they do not walk with our staff members, unless they are on our roster for late pick-up from after-school activities.** We are not responsible for the safety of children walking across the street by themselves to FLLC. The only exception is when you have arranged for us to pick up your child at a designated time because they are staying after school for activities.

Sign Out

- Upon picking up your child, a staff member will document the time on the sign out sheet. A teacher will have this sheet with them at all times. A Release Form will be filled out by the parent or guardian and kept in the child's file.
- For your child's protection, only those individuals listed on the form will be allowed to pick up your child. Special permission forms are available if someone not on the list will be taking your child home on a special occasion. Staff will request to see a picture ID when someone other than the usual adults picks up a child.
- To provide the best security possible for the children in our care, Faith Lutheran Church has a coded security system at each of the main entrances to the church. Only the adults in your IMMEDIATE family may have the code to the door at FLLC. If another adult comes to FLLC to pick-up your child, he/she may ring the doorbell, and a member of the staff will let him/her inside the building.
- For safety purposes, we request that parents do not allow anyone to follow you into the building if you are not familiar with that person. You can instruct them on utilizing the doorbell for access if they do not have the correct code or bring them directly to the Director's office.

Inclement Weather

- **Faith Lutheran Learning Center follows the University of Kentucky inclement weather plan, meaning that if UK is closed we will also be closed.**
- **If UK is delayed, we will open when UK classes begin** (typically this will be 10 am, but may be different so you can find the time by clicking on the link in your alert). If UK classes are not in session and a delay is called, we will open at 10 am.
- Otherwise we will not be on any delays or closed unless enough staff members are not able to come to work safely.
- **Having UK alerts on your phone is the quickest way to know whether we will be closed or delayed.** We also post delays & closings on our fb page, www.facebook.com/faithlutheranlearningcenter and our website, www.faithlutheranchurch.com under the learning center tab.

HEALTH AND SAFETY POLICIES

Abuse/Neglect

Kentucky law requires any signs of abuse or neglect of the children to be reported to the officials. We will follow the laws of the Commonwealth as required by KRS620.030.

Confidentiality of Records

Student's records are open only to that particular child's teacher, the director, members of the Learning Center Committee, and the parents/legal guardians of the child.

Handwashing

Hand washing is the single most effective method for elimination of disease causing germs. The state childcare licensing regulations require that children and staff wash their hands upon arrival to the building, before and after eating, after returning from the playground, after sneezing and coughing, before taking medicine, after using the restroom, and after disposing of garbage. Children and staff must use soap and water to wash their hands during the day. Hand sanitizer does not meet state licensing requirements.

Immunization Forms

State law requires that all child care facilities maintain copies of each child's current immunization records. Parents are notified when new records are needed.

Injuries and Emergencies

- When an injury occurs, and the wound is minor and treatable, the area is washed with soap and water and covered with a bandage or an ice pack is applied.
- The state regulations do not allow the school to apply any type of antibiotic ointment or cream. The program is also not allowed to give a child any type of oral pain reliever without written parental consent.
- Teachers will fill out an accident report for any injury that leaves a visible mark. The program director and one of the parents will also sign the report. Teachers or an administrator may deem it necessary to contact a parent and make them aware of an injury that has occurred; even though it was not a serious injury.
- Infrequently, an accident may occur that will require more urgent treatment. All staff members are trained in CPR and First Aid. When necessary, Emergency Medical Services are called and children are transported via ambulance to the hospital listed on the child's emergency medical release form. Parents will be immediately notified of the accident, but only after EMS have been contacted. A staff member will accompany the child to the hospital and remain with the child until a parent or other specific caregiver arrives.

Medication Administration Policy

- Medication administration forms must be completed by all parents whose children require the administration of any type of cream, ointment, sunscreen or oral medication whether the medications are prescription or over-the-counter.
- Medication may not be administered unless the child's full name is printed on the label. Prescription medication requires that the name of the child to whom the medication is to be given be printed on the pharmacy label, not just a label placed on the container by the parent.
- Over-the-counter medications can only be administered in the amounts recommended on the printed medication labels unless the parent requests a smaller dosage to be administered. Prescription medications must be administered in the same dosage listed on the pharmacy label.
- Medications past their expiration date can not be administered. No medications can be administered on an "as needed" basis. There must be a specific time for administration listed on the administration form, and it must be given at that designated time.

Sanitation

The classrooms and restrooms at Faith Lutheran Learning Center are cleaned each evening by our custodial staff. The rugs are cleaned each evening with the vacuum and the floor is mopped. Teachers clean and disinfect their tables after each meal that is served. Soiled clothing is also placed in a sealed bag when it is sent home.

Sick Child Policy

- Faith Lutheran Learning Center is a Well-Child Facility. Prevention of the spread of communicable diseases and illnesses requires that children with the following symptoms not be allowed to attend the program: **vomiting, communicable rashes, nausea, fever of 101 degrees or higher, diarrhea, head lice, bed bugs, or eye infections.**
- If a child develops any of these symptoms while at school, parents will be notified immediately and expected to pick up their child **within an hour** of notification.
- If the child is not picked up within the given hour, the family may be charged **\$1.00 per minute** the child remains in school **past one hour**.
- When a bacterial infection is diagnosed, children need to be on an antibiotic for 24 hours before returning to school. When the child is suffering from a viral infection (that may result in vomiting, diarrhea, or fever) then the child must be **free of all symptoms for 24 hours** before returning to school.
- Children who are dismissed from FLLC because of vomiting, fever, or diarrhea will not be readmitted to the program for **at least 24 hours** from the time of their dismissal.
- Diarrhea is defined as three or more loose stools in a school day or two or more within an hour.
- FLLC does not consider vomiting due to choking or sinus drainage to be a reason for absence from the program.
- FLLC reserves the right to require a physician's certification that a child is not contagious before allowing that child to return to the program.

Disaster/Emergency Procedures

The state requires that we inform all parents of our emergency procedures in the event that the church must be evacuated. If time permits, we will attempt to reach all parents by telephone/*email* to inform them of the need to pick up your child. If we must leave the church grounds, we will walk the children to the Cassidy Elementary School gymnasium *or parking lot*. We ask that you come to the school as quickly as possible once called.

Disaster evacuation routes will be posted in each room. Fire Emergency drills will be practiced once a month, with others practiced quarterly, as delineated in the state regulations. In the event of an actual emergency, staff will remain with the children throughout the emergency. Each Lead Teacher will be responsible for taking an emergency bag with toys, paper, crayons, markers and information cards on each child with them during drills or an actual emergency.

Fire

- The K-5 class will exit the classroom using the stairs behind their classroom and go out the front red doors of the church, down the stairs, and around the building to the other side of Faith House (836 Melrose).
- The 2 yr old class will exit to the right of their classroom and go up the stairs through the main parking lot doors, and then around the side of the building to the other side of Faith House (836 Melrose).
- The 3-5 yr old classes will exit to the left of their classrooms and go up the stairs through the preschool entrance and walk to the other side of Faith House (836 Melrose).
- All teachers will count children and check them off the class roster. A teacher from each classroom will bring a backpack with the class roster, family contact info, grab-n-go kits, and a first aid kit. The director and assistant director will close all doors while checking bathrooms, hallways, classrooms, and the kitchen for children and adults.

Tornado

- The K-5 class will exit the classroom using the door facing the book room and will gather in that hallway. They will sit with their backs to the wall, knees drawn, covering the base of their heads & necks with their hands to protect from any falling debris.
- The preschool classes will exit their classes and proceed to the gross motor room, directly across the hall. They will sit with their backs against the wall, knees drawn, covering the base of their heads & necks with their hands to protect from any falling debris.
- All teachers will count children and check them off on the class roster. A teacher from each classroom will bring a backpack with the class roster, family contact info, and a first aid kit.
- The director and assistant director will check bathrooms and make sure all children and teachers have made it to their designated locations. Once all children are safe; teachers and directors will sit on the floor, covering the base of their heads & necks with their hands to protect from any falling debris.

Earthquake

All students and teachers will get under tables. They will cover the base of their heads & necks with their hands to protect from any falling debris. The director and assistant director will check the hallways, bathrooms, and kitchen to make sure children and staff are in place and then join them under tables.

Bomb Threat

- In the event of a bomb threat the director will contact local authorities and all students will exit the building using the fire evacuation plan. Students will remain outside until the threat is cleared from local authorities. Families will be informed using mass email.
- All teachers will count children and check them off on the class roster. A teacher from each classroom will bring a backpack with the class roster, family contact info, grab-n-go kits, and a first aid kit.
- The director & the assistant director will check bathrooms, hallways, classrooms, and the kitchen for children and adults. They will then join the children and teachers on the other side of the Faith House (836 Melrose).

CURRICULUM AND CLASSROOM DEVELOPMENT

Behavior Management

- Our main goal in this area is to give guidance as children learn to master their self-control. We also want to guide children to think about their behaviors and the consequences and to begin to take responsibility for their own actions.

There are many ways the FLLC staff can help children in the area of self-control:

1. Work with the children to set reasonable limits and to establish rules for everyone to work and play together well
 2. Develop skills in defining and explaining the limits to children
 3. To plan the environment, schedule, and activities with children in mind
 4. To take action when action is needed in a loving but firm manner
 5. Model acceptable behavior
 6. 1-2-3 Magic Behavior Management also used
- When above procedures have been used repeatedly and the inappropriate behavior continues to exist, a probationary period for that child will be given. During this time, any further serious actions may result in termination of the child's participation in the FLLC program at the director's discretion.
 - Learning to work, live, and play together with others is a life-long process. Because we are all different, there are many occasions that we will "rub each other the wrong way". It is our desire that children be allowed to work through conflicts with each other on their own, with staff intervention only when it is necessary. Again, our goal is to help children think about their behavior and the consequences it creates. The end result will be children who make choices in the management of their own behavior, who are considerate of others, and who are responsible people within the community.

Daily Schedule

- We do not follow a rigid schedule after homework time with our After-School Program. Instead, we try to maintain flexibility to follow the interests and needs of the children.
- Our schedule consists of homework help time, outdoor play time, group games, structured activities like art projects, and free choice centers. This is a rough outline of our schedule to give parents an idea of the daily activities.

3:00-3:25 Pick up from Cassidy

3:25-3:45 Arrival, Wash Hands, Snack

3:45-3:55 Wash Hands & Silent Reading

3:55-4:30 Homework Time (Students with homework work until finished, then join other students outside.)

3:55-5:00 Outside Gross Motor Play (Students without homework go straight outside and then as students finish homework they join the class.)

5:00-6:00 Free Play

Field Trips

Walking field trips are the only type we participate in during the school year. These are typically taken on days when Fayette County is closed and students attend for the full day. We may go to Cassidy, Woodland Park, or Ecton Park.

Homework

- FLLC provides time and space each day for children to do their homework. This is monitored on an individual basis according to you and your child's needs. Staff will be available to assist children with areas of difficulty.
- We can also serve as a liaison between home and school. Please list your specific needs on the "Child Information Form" or email us if we can be of assistance. Our goal at FLLC is to make homework the child's responsibility.

GENERAL POLICIES

Birthday Celebrations

- On a child's birthday, the family may bring a special treat to share with his/her friends. We celebrate birthdays at snack time at approximately 3:30PM. We encourage parents to bring cookies, individual ice cream cups, brownies without nuts or healthy treats for birthday snacks.
- If your child is having a birthday party outside of the school, we understand that you would like to invite some of your child's friends at FLLC. You are welcome to use the family mailboxes to distribute invitations **IF YOU INVITE ALL THE CHILDREN IN YOUR CHILD'S CLASSROOM**. If you are only inviting a few children from the classroom, we ask that you mail the invitations outside of the school so that no one's feelings are hurt.

Babysitting by Staff

We have several staff members who like to babysit outside their work hours at FLLC. Please feel free to contact the director or assistant director for a list of these staff members. Please respect their time here at work and only contact them for outside babysitting services when they are off the clock. Other staff members reserve the right to NOT be contacted regarding outside babysitting.

Parent Conduct

- We expect all parents/guardians to behave in a professional manner when dropping off or picking up their child. FLLC will not tolerate parents cursing or acting in a disrespectful way while they are at the center.
- If the behavior of a parent becomes a problem, we reserve the right to ask the parent not to return to the center. This may include the child not being able to return to the center.

Communication with Parents

- In addition, parents are kept informed of the activities of the learning center through the website: www.faithlutheranchurch.com, the facebook page: www.facebook.com/faithlutheranlearningcenter, weekly menus, and weekly emails. The director can be reached in her office at (859) 268-0108 or by email at childcare@faithlutheranchurch.com.
- The lead teacher, with input from the assistant teachers, prepares a weekly lesson plan. These lesson plans are posted in the classroom and on the website.
- We ask that parents express their concerns, suggestions, and praises of our program in the following ways:
 - Email the Director, childcare@faithlutheranchurch.com
 - Speak directly with the Director or Parent Representative
 - Contact the Learning Center Committee
- We **URGE** parents to use these methods outlined above and limit their discussions with our teachers to individual matters that relate specifically to their child's classroom experiences. Parents or teachers may request conferences any time there is a special concern.

Electronics Policies

- We understand that many of the children enrolled in our after school program have a DS or other personal computer games they enjoy playing with and bringing to school. Students may bring these devices to school during the summer program on designated days only and use them for up to two hours on the designated day.

- This policy is in accordance with state childcare licensing laws. In order to make sure that homework and physical exercise are the top priorities, we ask that during the school year you only bring these games to school on Snow Days or other days that Fayette County is off for the day. Thank you for your cooperation.

Playground/Outdoor Procedures

- Children may be taken outside to play regardless of the temperature according to licensing and STARS regulations. FLLC will make every attempt to take children outside daily when there are no weather safety alerts. Children need to bring appropriate clothing in order to go outside when the weather meets the appropriate conditions.
- Staff members will not take children outside on the playground/blacktop by themselves. When leaving the building, there must be at least two adults with the children. Adults must be in the same area as the children in their classroom. Children may NOT be unattended at any time when outdoors. When staff members are outside with children from FLLC, they will keep a continual head count of the number of children present. If a child needs to use the restroom while on the playground/blacktop, one staff member will take the child inside and return as quickly as possible.
- While FLLC is using the playground/blacktop, we are to be the only people using the playground/blacktop at that point in time. If unfamiliar families wish to use the playground/blacktop while our children are playing, as a safety precaution, staff members will ask them to come back at a different time to use the playground facilities.

Dress Code

- Children are encouraged to wear play clothes and **TENNIS SHOES** to school each day. Please AVOID open-toed shoes (sandals, flip flops or girls' jellies), as they are notorious for causing a child to trip while playing. We like the children to feel comfortable enough to enjoy themselves without worrying about their clothes.
- Unless extreme weather conditions exist, the children go outside every day, even in the winter months. **PLEASE make sure your child comes to school with appropriate supplemental clothing (i.e. coat, gloves, hat, etc).**

Sunscreen/Bug Spray Policy

During the spring and summer months, children may need to wear sunscreen to prevent sunburn when playing on the playground/blacktop. **Parents are responsible for putting sunscreen on their child before arriving at school (summer).** Teachers will reapply in the afternoon. There is a permission form for you to complete in the enrollment packet. Sunscreen & bug spray are kept in a locked box inside the classroom.

Vacation

- Each child attending FLLC's after-school program has the opportunity to take unpaid vacation time during the course of the school year. **One unpaid vacation week may be taken during the Fayette County public school year.**
- This unpaid vacation week is in addition to the unpaid week given to all families when FLLC is closed the week between Christmas and New Year's.
- A child must be continuously enrolled for at least three months prior to taking this unpaid week.
- In order to take an unpaid vacation week, the child must not attend any days (or partial days) during the designated week, **and the family must notify the Director of the intent to take an unpaid vacation week no later than Monday of the week prior to the unpaid vacation week.**
- **Except as outlined above, FULL TUITION is required every week to continue the child's enrollment at FLLC, whether or not the child is in attendance.**
- Families wishing to withdraw for any period of time must follow the withdrawal procedures outlined in this handbook and may be placed on the wait list if they wish to re-enroll at a later date and space is not otherwise available.

**Thank you for taking the time to carefully read our policies & procedures.
Please follow the directions listed below as completion of your child's enrollment.**

Directions for the last page, Statement of Understanding:

Ask the director any clarifying questions, re-read the manual as many times as necessary, sign and date the Statement of Understanding, return the Statement of Understanding page to the Director via email, in person, or fax, and keep a copy of the Policy Manual for your records

Statement of Understanding

I/We, the undersigned, have read through the Faith Lutheran Learning Center Policy Manual for After-School Care, clarified any questions, and do now **Understand** and **Agree** to adhere to all policies and procedures that are set forth in the above-mentioned manual.

I/We understand that these policies are subject to change. I will be notified by the FLLC Director of any changes and I will be responsible for them, when implemented.

Child's Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Date: _____