

K-5 After-School Program Overview

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.

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 7:00 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 two days before Fayette County starts in August, for teacher professional development and classroom preparation.

Admissions

- Children are admitted regardless of race, creed, color, sex, nationality, religion, family background, or disability.
- The K-5 class is filled on a first-come/first-served basis. However, members of Faith Lutheran Church and siblings of currently enrolled children, receive first priority.
- If the class is filled, there is an option to have your child's name put on a waiting list to fill vacancies, as they occur.
- If a space is available, in order to secure enrollment, parents must complete enrollment forms and pay the \$50/child enrollment fee.
- Families will be given a security code to enter the building, and should be the only ones using this code to enter.

Funding and Church Support

- **Faith Lutheran Church provides substantial support for FLLC in the form of space and insurance.**
- The learning center is otherwise self-supporting, receiving no regular funds other than tuition fees charged to parents.
- Fundraising activities are scheduled occasionally to provide income for specifically designated purposes.

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 with a capacity of 65 children. The license must be renewed annually and is a legal requirement that helps to ensure the safety of the children enrolled.

The Governing Body and Chain of Responsibility

1. **The teachers and staff are accountable to the Program Director.**
2. **The Director is accountable to the Learning Center Committee of Faith Lutheran Church.** This committee consists of: one elected chairperson, volunteer members of the church, and at least one parent representative from each program (preschool and after-school program). The phone numbers and email addresses of the committee chairperson and parent representatives are posted by the tuition box. This committee meets each month. All policy and fee changes are made through this committee.
3. **The Learning Center Committee is accountable to the Faith Lutheran Church Council and must report to them monthly.**



Arrival of the Children

Immediately following dismissal hours at school, after-school staff members will pick up the children at Cassidy Elementary School. All will cross the street at the corner of Tates Creek Road, Hart Road, and Tremont Ave, 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.

Absences & Late Arrivals

If your child will not be walking over from Cassidy with the rest of the after-school program, you will need to text the teachers to let them know, so the class isn't stuck waiting while the teachers are looking for your child. **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.

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.

Snack

- Snack is served at 3:30 pm when the students arrive from Cassidy. Snack must include two of the following: milk; protein; bread; fruit; vegetable.
- Accommodations are made for children with dietary restrictions/allergies.
- Children are given access to water at all times during the day. Water is provided as a choice during meals, water bottles are taken outside during playtime, and children are provided access to the water fountain during indoor play.

Staff Requirements

- All staff at FLLC are required by law to receive **fifteen hours of approved child development training annually (18 hours for the director)**. New employees receive six of those hours in the first three months by taking a basic orientation class covering issues in health, safety, and child development.
- All employees must submit to a **criminal records check and screening through the child abuse registry** prior to employment, along with a **negative Tuberculosis skin test on file** before beginning work, and this test must be renewed every two years. All staff must be **certified in CPR and First Aid**, and they must have a **Food Handler's Permit**.
- New staff evaluations are conducted after two months of employment, and all staff are evaluated by the Director annually.

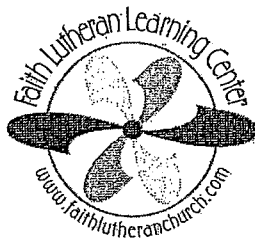
For more information, teacher bios, menus, and our full policy manual, visit our website:

<http://www.faithlutheranchurch.com/learning-center.html>

Faith Lutheran Learning Center Tuition & Fees

Hours of Operation: M-F 7:00 AM - 6:00 PM

Preschool Rates (Per Child)		
One-Time Registration	\$50	Due upon enrollment
Semi-Annual Supply Fee	\$50	Due in Jan & Aug
Summer Supply & Activity Fee	\$25	Due in May
Full-Time Tuition (M-F)	\$165 (\$170, Jan 2020)	Due weekly
Part-Day Tuition (M-F pick-up by 3 pm)	\$130 (\$135, Jan 2020)	Due weekly
Late Pick-Up Fee	\$1/minute	Paid to teacher in cash
Part-time Tuition, available in 2 & 3-yr-old classrooms (requires spot share)		
M/W/F	\$115 (\$120, Jan 2020)	Due weekly
T/TH	\$80 (\$85, Jan 2020)	Due weekly
Late Pick-Up Fee	\$1/minute	Paid to teacher in cash
K-5 After-School Rates (Per Child)		
One-Time Registration Fee	\$50	Due upon enrollment
Semi-Annual Supply Fee	\$50	Due in Jan & Aug
Tuition	\$75	Due weekly
Before-School Care (7-8 am)	FREE	
Additional Fee for FCPS days off	\$18 (\$19, Jan 2020)	Due on the day
Early Dismissal Rate	\$10	Due on the day
Weather Delay Rate	\$10	Due on the day
K-5 Drop-In Rates (Per Child)		
One-Time Registration Fee	\$50	Due upon enrollment
Drop-In before-school care (7-8 am)	\$5	Due on the day
Drop-In care for FCPS days off	\$40	Due on the day
Drop-In for early dismissal	\$30	Due on the day
Drop-In for weather delay	\$10	Due on the day
Late Pick-Up Fee	\$1/minute	Paid to teacher in cash
K-5 Summer Camp Rates (Per Child)		
Registration/Activity Fee	\$110	Due upon enrollment
Full-Time Tuition (M-F)	\$170	Due weekly
Part-Day Tuition (M-F pick-up by 3:00pm)	\$135	Due weekly
Late Pick-Up Fee	\$1/minute	Paid to teacher in cash



Tuition/Fee Payment Options

At FLLC we offer two payment options:

1. Weekly or monthly auto draft payments

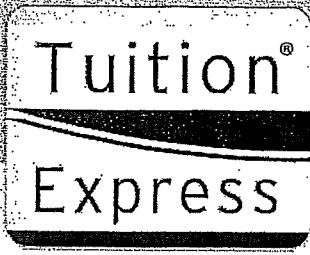
- Weekly payments are processed by the director every Friday.
- Monthly payments are processed by the director on the 2nd Friday of each month.
- An authorization form must be completed and returned to the director in order to participate. Auto draft payments may be made via checking account or debit/credit card (\$20/month processing fee).
- A \$10 fee is assessed for any declined/returned payments.

2. Online payments made at your convenience

- An authorization form must be completed and returned to the director. Once you have received your registration link, you will have online access to make payments at any time.
- You may make payments using your checking account (entered by the director) or debit/credit card (\$20/month processing fee), which you will input once you have set up your tuition express account.
- A \$10 fee is assessed for any declined/returned payments.
- A \$10/week late fee is assessed for any overdue payments (payments due by the end of the month).

***Please complete the Authorization Form and return it to Charla, prior to your child's start date.**

Feel free to contact Charla Heersche, FLLC Director, with any questions; 859-268-0108 or childcare@faithlutheranchurch.com.



Automated Payment Processing
Safe - Convenient - Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD

I (we) hereby authorize (business name) FLLC to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

— online - pay on your schedule
— weekly ^{Auto draft} OR monthly

COMPLETE ONE SECTION ONLY Visa or MC
SECTION A (Credit Card) \$ 20/mo processing fee

Cardholder Name _____ Phone # _____
Cardholder Address _____ City _____ State _____ Zip _____
Account Number _____ Expiration Date _____

Cardholder Signature _____

SECTION B (Bank Account) No fees — weekly ^{Auto draft} OR monthly — online ^{Pay on your schedule}

Your Name _____ Phone # _____
Address _____ City _____ State _____ Zip _____
Bank or Credit Union Name _____ Bank or Credit Union Address _____ City _____ State _____ Zip _____

Routing Transit Number (see sample below) _____ Account Number (see sample below) _____ Checking Savings

Authorized Signature _____

Date _____

For Official Use Only
Date Received _____
Employee Signature _____

John Sample BANK OF THE WEST 00226
Mary Sample 555-555-5555
123 Nice Street
Anytown, USA
Pay to the order of: Attach Voided Check Here \$ _____
Deposit slips not accepted Dollars _____
12345678901 18003300* 0226
Routing Number Account Number Check Number

A service of



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