



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 6:30 am to 6:00 pm.
- Children are admitted regardless of race, creed, color, sex, nationality, religion, family background, or disability.
- 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.

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, three 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 is not waiting and the teachers aren't 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>