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## *Welcome*

Welcome to After School at All Saints. Our program goal is to provide quality after school supervision for your elementary school children. We offer a place where children can come together after school to share Christian values and God's love in a safe and loving environment.

Your children will engage in activities that will benefit them physically, academically, spiritually and socially. After Schoolers will be able to enjoy an exciting selection of programming designed to enhance their well being and develop skills through growth in spirit, mind, and body. They will also be able to spend time with their peers in fun and stimulating group activities. During the time that your child is enrolled in the After School Program, he/she will also have the opportunity to register for our Wednesdays Together Program. During Wednesdays Together your child can participate in Christian-based youth groups at All Saints Lutheran Church.

We appreciate you allowing us to work with your most precious asset - Your Child!



### ***After School at All Saints Mission Statement***

The mission of the Weekday Childhood Ministry at All Saints Lutheran Church is to serve the needs of families in our community by providing a safe and loving environment where children can grow and share in Christian Values and God's Love.

### ***Program Philosophy***

The After School at All Saints Program is open to children from Kindergarten through Grade 5, and is designed to meet the needs of parents requiring extended day care for their children. In a positive and caring environment we create a warm and happy place for children to play and learn. Our After School Program offers a Christian-based atmosphere, focusing on development of the individual in spirit, mind and body. We believe that every child is a unique and important individual. Our program provides a safe setting in which all children are given the opportunity for personal growth and the development of self-esteem.

### ***After School Contact Numbers***

- Telephone: (386) 846 – 1150 Main line (386) 846-8478 2<sup>nd</sup> line
- Email: [afterschool@allsaintslutheranchurch.org](mailto:afterschool@allsaintslutheranchurch.org)
- Website: [www.afterschool.allsaintslutheranchurch.org](http://www.afterschool.allsaintslutheranchurch.org)

### ***Our Staff***

The staff and volunteers of After School at All Saints are committed to the total development of your child. Our staff stresses the importance of cooperation among the members of the group, without losing sight of the individual. This goal is achieved largely through fostering a close relationship between the staff and the children.

Our staff's qualifications are diverse, and touch on many areas, including; sports, cooperative games, music, science, and theater. Each staff member has extensive experience working with children, and is trained in *First Aid* and *CPR*. All have the dedication and patience to provide a safe and stimulating environment for your child.

### ***Enrollment***

After School at All Saints enrollment for the 2011-2012 school year begins April 4, 2011. Enrollment forms are located online at [afterschool.allsaintslutheranchurch.org](http://afterschool.allsaintslutheranchurch.org) and in the back of this handbook. Make sure that all forms are filled out completely listing all emergency phone numbers and contacts. Having all documentation in place on all program forms will prevent delays in your registration and allow services to begin the first day of the After School program.

### General Guidelines

- The program will be staffed on a 10:1 ratio of children to staff members.
- Program hours for After School at All Saints are from the end of the school day until 5:45 PM
- Program hours for After School at All Saints on Wednesdays are from the end of the school day until 4:00 PM  
***(Students will move to Wednesdays Together program at 4:00 PM.)***
- Program hours for Extended Care days are 7:30 AM until 5:45 PM. Children may be dropped off between the hours of 7:30 AM and 8:45 AM.
- The program will only operate during the regular school year. We will provide additional extended days during Thanksgiving, Winter Break and Spring Break. **These break days are NOT included in the regular weekly fee.** We will be closed for in climate weather and other emergencies in accordance with Volusia County school closings.
- The program is open to children in kindergarten through 5th grades.
- Dependent on space, transportation to the church will be available for students from Cypress Creek Elementary, Horizon Elementary, Sweetwater Elementary, Port Orange Elementary and Sugar Mill Elementary to All Saints Lutheran Church. Children from other elementary schools are welcome but must be transported to the church by parent or guardian.
- Transportation to the church from after school programs such as music will also be available for an additional fee.
- Children will benefit from homework assistance, enrichment activities, and supervised recreational activities.

### ***Discipline***

Discipline will be administered through positive reinforcement, the use of “Time Out,” and parent notification. We do not use corporal punishment. We will not support any use of inappropriate language, violence, bullying, being disruptive to staff or other participants, or any behavior not appropriate for a cooperative group setting. If the program staff has behavioral concerns with your child, you will be notified. If the problem continues, a conference will be arranged between the parents and Coordinator of the program. Repeated or chronic behavior problems may result in termination of services. The safety of your child while in our care is very important to us.

### ***Personal Belongings***

Please consider the following points with respect to your child's personal belongings at After School at All Saints:

- Do not send toys, radios, iPods, electronic games or money to After School with your child. We would not want these items to return damaged or to be lost. Cell phones must be turned off while participating in the program.
- We encourage you to **label all of the items** your child will be bringing to the program from school, including all clothing, lunch boxes, and knapsacks.
- After School at All Saints and/or All Saints Lutheran Church will not replace lost/stolen articles or make reimbursement for lost/stolen articles. If found, lost items will be placed in a designated lost and found area at All Saints Lutheran Church.
- Lost and found items will be cleaned out periodically and donated to a charitable organization. In order to prevent missing articles, **please label EVERYTHING!** In spite of all the care you take, clothing will occasionally get lost or be taken home by another child. Please check to make sure that what is taken home indeed belongs to your child. If something is missing please check the "Lost & Found."

## ***Registration and Payment***

All registration forms must be fully completed and payments must be submitted prior to your child's admission into the After School at All Saints Program. There is an annual family registration fee of \$25 payable at the time of registration. The family registration fee for returning students registering before May10, 2011 is \$15.00. The After School Program will not be responsible for a child who is not registered for the program OR whose payments are not up to date. **Fees unpaid for two weeks will result in a non-pickup / non-attendance status until the owed balance is paid in full.**

Checks, money orders, cashier checks or cash are accepted for payment of fees. Please make checks payable to: ***After School at All Saints Lutheran Church.(or ASAAS)***

**The weekly charge for full time attendance for one After School student is \$50 regardless of the number of days in attendance for the week.** This charge includes Teacher Duty Days and Holidays, except Labor Day and Good Friday. The weekly fee for an additional child is \$45.

The charge for pick up for after school activities, such as music, is \$5/week. If you have more than one child involved in after school activities on the same days, the charge is only \$5 for the pick up. We will return to the elementary schools between 3:00 – 3:15 p.m. to pick up the children and take them to All Saints for the remainder of the afternoon.

Returning students will be granted 5 days absence without fee for illness or holiday.

An alternative weekly charge of \$60 for full time attendance per student would include any number of days in attendance each school week, extended care for Teacher Duty Days and Federal Holidays as well as extended care for 19 days during Thanksgiving, Winter and Spring holidays.

(If you do not choose this payment option but want to have your children attend the 19 extra full-time days the fee is \$25/day, payable 30 days in advance of the Break. (This payment is non-refundable.)

The daily charge for part-time enrollment is \$15 per day. Part time enrollment must be for a minimum of two days per week and the days must be the same each week. The only discount given for part time attendance is for ASLC members.

<b>If you register ...</b>	<b>Your \$50 weekly payment is ...</b>	<b>Your \$60 weekly payment is ...</b>
One child	\$50.00	\$60.00
Two children	\$95.00	\$115.00
Three children	\$140.00	\$170.00
Four children	\$185.00	\$225.00

Additional discounts and payment requirements are as follows:

- A discount of 10% on the total weekly fee is given to families who are members of All Saints Lutheran Church.
- **A late pick-up fee of \$1.00 is charged for each 1-minute period after 5:45 PM (6:00 PM if participating in Wednesdays Together.)**
- If payment is not received by Monday of each week (or the first day of scheduled attendance), a \$10 late fee is assessed.
- A \$25.00 penalty is charged for returned checks.

### ***Extended Care Drop-In Registration and Payment***

Extended Care is provided on all Teacher Duty Days/Holidays and on Veteran's Day, Martin Luther King, Jr. Day, and President's Day. The daily drop-in fee for the Extended Care program is \$25. There is no additional fee on these days for children enrolled full time in the After School program.

Extended Care is provided during Thanksgiving, Winter and Spring Breaks. The daily drop-in fee for these days is \$25 for ALL children. Sign up for these days along with the non-refundable full payment (unless being paid in the regular weekly fee, as outlined previously) is required 30 days in ADVANCE.

The annual family registration forms and \$25 registration payment is required prior to your child's admission into the drop-in program. Register early to ensure a place, as space is limited.

### ***Our Refund Policy***

Refunds will be processed upon a written request, submitted to the After School Coordinator. After the program has begun, refunds will be granted only for the unused portion of the current week/month. The After School Program will charge an administration fee of 10% of the unused portion of the current week/month.

### ***Tax Information***

Tax receipts will be issued in January for the most recent tax year. These will be mailed to the address on the forms filled out at the time of registration or sent home with your child. Please notify the After School Coordinator of any change or correction in your personal information (address – including apartment number, name of payer, etc...), which could delay receiving your documents.

### ***Special Conditions***

Reflective of All Saints Lutheran Church's role in the community, people on limited income will not be denied access to our After School Program. If you feel you may qualify for financial assistance, please contact the After School Coordinator. Be assured of our discretion.

### ***Safety***

The safety of all After School participants is one of our primary concerns. The following are some points to consider in helping us take care of your children.

### ***Attendance***

The After School at All Saints Program requires that any changes in your child's weekly or daily attendance be communicated to the After School Coordinator as soon as possible. Such changes include; absences, early dismissal, late pick-up, attending an extra-curricular school activity, or any other activity that may interrupt the After School Program hours.

You may inform us of any changes in attendance by:

- Supplying a written note to the After School Coordinator.
- Telephoning the After School program, before 1:00 PM the day of the absence.
- Emailing the After School program, before 1:00 PM the day of the absence.

We have a tracking system that is implemented should a child be missing. We first attempt to reach the parent/guardian(s) at home or at work. We then proceed to the emergency numbers listed on the registration form. The police are contacted as a last resort. Please realize the importance of notifying us of ANY changes in your child's attendance.

Because the bus driver and staff are accountable for each and every child they are picking up from school, a fine of \$2.00 will be imposed when the Coordinator is not notified in advance of an absence. Not notifying us in advance more than two times will result in a "no pickup" situation.

### ***Arrival***

After School children from Horizon, Spruce Creek, Sweetwater, Port Orange and Sugar Mill Elementary schools who attend the program will be picked up by transportation provided by All Saints. Children attending from other schools should be brought to the church. They may not be dropped off until 45 minutes after the close of school.

## *Departure*

Children will only be released to the individuals listed on the release form provided in the back of this handbook. No child will be allowed to leave the program without being signed out with acknowledgment from a program staff member. Approved individuals picking up children from After School Program must sign/initial beside the child's name under the appropriate date to allow for safety monitoring. All individuals picking up children must present picture identification until recognized by staff.

## *Changes in Pick Up*

The only people authorized to pick up your child will be those listed on the registration form. If someone other than a parent or legal guardian will be picking up your child, the proxy's name must be submitted, in advance, to the After School Coordinator. At pick up time, the proxy will be required to present him/herself to the Coordinator with photo identification. This mandatory precaution is to ensure the safety and protection of the child.

## *Late Pick Up*

The After School Program runs until 5:45 PM. We ask that all parents respect this closing time. Should you anticipate a delay, please notify us as soon as possible. **A late fee of \$1.00 for every minute after 5:45 PM will be charged.** It is payable immediately to the Coordinator. If you know you will be late on a certain day, it is advisable to make prior arrangements to avoid this costly alternative. If you are unable to pick up your child by 5:45 PM, please make arrangements for another family member to do so.

## *Health*

The health and well being of all After School participants is another of our primary concerns. The following are some points to consider in helping us take care of your children.

## *Insurance*

All children enrolled in the program will be required to have health insurance, school insurance, or some other form of accident insurance. Proof of insurance will need to be provided before a child will be accepted. A copy of the insurance card or policy will be kept on file at the program site. If you are applying for school insurance, please make sure to keep a copy of the application or a copy of the cancelled check for proof. If any information changes throughout the year it is the responsibility of the parent/guardian to inform the program staff so corrections can be made.

## *Injuries*

In case of a slight injury during the program, a staff member will administer first aid. Parents will be notified of a serious injury immediately and necessary steps will be taken to obtain medical aid. Program staff will fill out an accident report form. Please make sure you sign the accident report form when you pick up your child.

## *Sickness*

Children who are ill may not attend the program. The following criteria will help you determine what is meant by sick:

- Fever over 100.5 degrees
- Excessive cough and/or nasal discharge
- Vomiting
- Diarrhea
- Unidentified rash
- Pink eye or eye discharge

The following guidelines will help determine when a child can return after an illness:

- The child's temperature has been below 100.5 degrees for 24 hours without medication.
- The child has been on antibiotics or other medication(s) for 24 hours.
- It has been 24 hours since the last episode of vomiting and or diarrhea and thick nasal discharge and /or coughing have abated.
- The rash has subsided or has been confirmed as non-contagious by a physician's note.
- Pink eye or eye discharge is completely gone.

If your child becomes ill while at the program, you will be called to take your child home. The Coordinator or a designated representative will determine if a child should remain in the program. A child who appears contagious will be isolated from the rest of the group and placed under the supervision of a caregiver until the parent arrives.

### *Allergies*

**Please ensure that any life threatening allergies or any illness requiring medication is clearly indicated on the After School registration form.**

**If your child carries an EPIPEN or Ventilator they must have it on them at all times. The After School Coordinator and the child's teacher must be made aware of the EPIPEN or Ventilator. Please specify any precautions that must be taken with your child. If your child has a medical alert bracelet, please ensure that he/she wears it at all times while at the After School program.**

## *Medication*

Every effort should be made to avoid having to dispense medication during After School Program hours. In the event a physician should require administering medication during program hours, the following procedures must be followed:

- The administration of medication to After School participants requires the written consent of a parent, as well as a copy of a valid prescription.
- A "Medical Authorization Form", available from the Coordinator, must be fully completed before any medication is to be administered.
- Prescription medication must be brought to After School program each day by the parent in its original packaging, including the child's name, prescription date, doctor's name, dosage, and name of the drug. Please note that over the counter medication will not be administered without a written prescription from the child's physician. All medications will be returned to the parent at the time of pick up. No medications will be kept / stored at the church.

The After School teachers and Coordinator are the only staff members authorized to administer medication. If your child develops a fever, exhibits signs of illness, or is injured requiring further medical attention, while in our care, you will be contacted immediately.

We ask that participants' files be kept up to date with any relevant medical conditions, including any type of allergy, emotional and/or physical difficulty.

## *Snacks*

Non-refrigerated snacks will be served every day to the After Schoolers. In the interest of the safety, health and well being of our participants, the After School at All Saints Program considered the following points with respect to all snacks served:

- **The program attempts to maintain a nut free environment. We do not serve peanut butter, peanuts or nut products.**
- The After School program encourages proper nutritional habits. Please support our efforts by refraining from sending your child to After School with soft drinks, chocolate bars, gum, or candy.
- **Should your child have any food allergies or restrictions, it is imperative that they are clearly marked on the After School registration form.**

**Note: Lunches will NOT be served. Children must bring their own lunches on extended care days.**

## *Children with Special Needs*

Our goal is to provide a safe, fun, and positive experience for all of our participants. We believe that with understanding and support every child has an important contribution to make within the community. For this reason we follow a policy of including children with special needs within our programs whenever possible. A child with special needs benefits from being included in a stimulating environment with other children who, in turn, learn at an early age to understand and accept differences. Parents wishing to reserve a place for their child with special needs in the After School at All Saints Program are encouraged to communicate with the After School Coordinator as soon as possible. Together, a plan of action may be drawn in order to ensure a safe and fun school year.

### ***Daily After School Activity Schedules***

The After School program schedules may vary from day to day depending on the selection of activities, as well as the After School programming of group activities. A typical afternoon will include the following activities:

<b><i>Monday, Tuesday, Thursday, and Friday</i></b>	
2:15 – 2:30 PM	Pick-up from Elementary schools/arrival
2:30 – 2:45 PM	Snack Time
2:45 – 3:30 PM	Outdoor Play / Additional pick up time from schools
3:30 – 4:15 PM	Homework ( <i>Fridays - extra Specialized Activity Time</i> )
4:15 – 5:00 PM	Specialized Activities / Reading Time
5:00 – 5:45 PM	Clean-up / "Friend to Friend" Sharing / Parent Pick-up

<b><i>Wednesday (example for early release days)</i></b>	
1:15 – 1:30 PM	Pick-up from Elementary schools/arrival
1:30 – 1:45 PM	Snack Time
1:45 – 2:30 PM	Outdoor Play / Additional pick up time from schools
2:30 – 3:15 PM	Homework
3:15 – 4:00 PM	Specialized Activities / Reading Time
4:00 – 4:15 PM	Clean-up / Parent Pick-up, if not enrolled in Wednesdays Together

4:00 – 5:30 PM	Wednesdays Together Youth Group Activities
5:30 – 6:00 PM	Wednesdays Together Dinner ( <i>optional participation, including parents</i> )

### ***Extended Care Activity Schedule***

The program schedules will also vary depending on the selection of activities and group activities. A typical full day will include the following activities:

<b><i>Extended Care Day</i></b>	
7:30 – 8:45 AM	Parent Drop-off / Quiet Games / Videos / Reading
8:45 – 9:30 AM	Free Play / Outdoor Play
9:30 – 9:45 AM	Snack Time
9:45 – 11:45 AM	Specialized Activity # 1
11:45 – 12:30 PM	Lunch
12:30 – 1:15 PM	Reading / Quiet Games / Siesta
1:15 – 2:00 PM	Specialized Activity # 2
2:00 – 3:00 PM	Free Play / Outdoor Play
3:00 – 3:30 PM	Snack Time
3:30 – 4:15 PM	Specialized Activity # 3
4:15 – 5:00 PM	Quiet Games / Videos / Reading
5:00 – 5:45 PM	Clean-up / "Friend to Friend" Sharing / Parent Pick-up

### ***Our Activities in More Detail...***

#### ***The After School Program***

**Kindergarten & Grades 1 and 2:** Caring teachers will guide Younger Schoolers through the afternoons. From snacks to specialized activities, we will be on hand for support and guidance. In preparation for upcoming years, the children will develop a "homework time" routine together, with the teachers ensuring that there are plenty of learning exercises and activity sheets available for children just starting on their homework careers.

**Grades 3, 4, & 5:** Under the guidance of an After School teacher, Older Schoolers will play a large part in their daily programming. They will establish their own “homework time” routine and will receive help as they request to prepare for upcoming projects and tests. This group will also be able to take advantage of special activities for their peer groups.

### *Outdoor Play*

Outside recreation is a curriculum component of the After School at All Saints Program, every child attending the program will be expected to go outside and participate in activities when appropriate.

### *Specialized Activities*

After Schoolers will participate in exciting selections of programming designed to enhance well being and develop skills through growth in spirit, mind, and body. The youth activities may include; table games, arts & crafts, computer learning, theme days, and music.

### *Homework Time*

Monday through Thursday, the After School Program incorporates a designated homework time. While this is not an official tutorial session, our teachers are on hand to assist and supervise your child in completing their homework assignments. Children with no "official" homework for a certain day are asked to participate in a quiet, individual activity (such as reading, writing, or drawing) in the homework area for a minimum of thirty minutes. By participating in a daily, quiet homework activity, we hope to instill good future study habits. Should you have a specific request with respect to your child doing homework during After School, please speak to the After School Coordinator. It is by working together that we can best help your child through this important part of schooling.

### *Access and Communication*

#### *Communications with Parents*

Methods of communicating information, advice, suggestions, etc. between parents and staff are available in various forms. News of closure or special events are posted on the doors, as well as notices of exposure to illness.

# Volusia County School District — After School at All Saints

## *2011 - 2012 School Calendar*

August 22 (Monday)	First Day of School	First Day for After School
<b>September 5 (Monday)</b>	<b>Labor Day Holiday</b>	<b>After School CLOSED</b>
September 23 (Friday)	Teacher Duty Day	After School OPEN
October 14 (Friday)	Teacher Duty Day	After School OPEN
November 11 (Friday)	Veterans Day Holiday	After School OPEN
November 22 (Tuesday)	Thanksgiving Holiday Begins – End of Day	After School OPEN <i>After School Closes end of day</i>
November 28 (Monday)	Classes Resume	After School RESUMES
December 16 (Friday)	Winter Holiday Begins – End of Day	After School OPEN <i>After School Closes end of day</i>
January 4 (Wednesday)	Classes Resume	After School RESUMES
January 16 (Monday)	Martin Luther King Holiday	After School OPEN
February 20 (Monday)	Presidents' Day Holiday	After School OPEN
March 15 (Thursday)	Spring Holiday Begins – End of Day	After School OPEN
March 16 (Friday)	Teacher Duty Day	After School OPEN <i>After School Closes end of day</i>
March 26 (Monday)	Classes Resume	After School RESUMES
<b>April 5 (Friday)</b>	<b>Good Friday – School in session</b>	<b>After School CLOSED</b>
April 30 (Monday)	Teacher Duty Day	After School OPEN
<b>May 28 (Friday)</b>	<b>Memorial Day</b>	<b>After School CLOSED</b>
June 8 (Monday)	Last Day of School	<i>After School Closes end of day</i>

**Make-up days for inclement weather include: January 3<sup>rd</sup> and April 30<sup>th</sup>.  
The order in which the days would be used will be decided later if they become necessary.**

## After School at All Saints Break Days

2011 - 2012

November 23 (Wednesday)	Day before Thanksgiving	After School OPEN
November 25 (Friday)	Day after Thanksgiving	After School OPEN
December 19 (Monday)	Winter Break	After School OPEN
December 20 (Tuesday)	Winter Break	After School OPEN
December 21 (Wednesday)	Winter Break	After School OPEN
December 22 (Thursday)	Winter Break	After School OPEN
December 23 (Friday)	Winter Break	After School OPEN
December 26 (Monday)	Winter Break	After School OPEN
December 27 (Tuesday)	Winter Break	After School OPEN
December 28 (Wednesday)	Winter Break	After School OPEN
December 29 (Thursday)	Winter Break	After School OPEN
December 30 (Friday)	Winter Break	After School OPEN
January 2 (Monday)	Winter Break	After School OPEN
January 3 (Tuesday)	Winter Break	After School OPEN
March 19 (Monday)	Spring Break	After School OPEN
March 20 (Tuesday)	Spring Break	After School OPEN
March 21 (Wednesday)	Spring Break	After School OPEN
March 22 (Thursday)	Spring Break	After School OPEN
March 23 (Friday)	Spring Break	After School OPEN